

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/7/2017 3:57:07 PM
To: Datcher, Dawn [Datcher.Dawn@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Smith, Susan [Smith.Susan@epa.gov]
BCC: Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]
Subject: Re: Question on V/V

Dawn, the freeze is not retroactive. It applies to new actions from the date of Donna's notice.

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

On Jun 7, 2017, at 11:14 AM, Datcher, Dawn <Datcher.Dawn@epa.gov> wrote:

Loretta/Debbi,

OLEM again.... We know you have more than enough questions re:today's email from Donna. Wanted to get clarity on 1 or 2 things. If we have someone on detail to a targeted position deemed noncritical should we end the detail now or allow it to run its 120-day course? The same question for temporary promotions. Should we terminate noncritical temporary promotions now or wait?

Hope I am not confusing it too much. I know we will get questions on this.

Dawn Datcher
Office of Land and Emergency Management
U.S. Environmental Protection Agency
Phone: (202) 564-9911

From: Hunt, Loretta
Sent: Wednesday, June 07, 2017 9:46 AM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Fwd: Question on V/V

FYI

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

Begin forwarded message:

From: "Vizian, Donna" <Vizian.Donna@epa.gov>
Date: June 7, 2017 at 9:32:45 AM EDT
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>, DRA <DRA@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Subject: Question on V/V

At the noon meeting yesterday, it was asked if details are part of the temporary freeze. Due to the expedited timeframe for implementation of the V/V, we are asking offices to limit details in and out of targeted positions to only those that are critical. Please note, temporary promotions must cease because they move employees out of the position of record. Hope this helps.

Message

From: Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]
Sent: 3/22/2017 5:02:41 PM
To: Snowden, Gregory A [Gregory.Snowden@opm.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Mahoney, Michael J [Mike.Mahoney@opm.gov]
Subject: RE: Changes to VERA and VSIP Guides [WARNING: DKIM validation failed]

Thanks!

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [mailto:Gregory.Snowden@opm.gov]
Sent: Wednesday, March 22, 2017 1:02 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>
Subject: Changes to VERA and VSIP Guides [WARNING: DKIM validation failed]

Hi Loretta,

Effective January 2016, quarterly and final reports are no longer required to be submitted to OPM for VERA/VSIP. The agency is responsible for maintaining this data.

I am attaching a VERA/VSIP template as well.

Regards,

Gregory Snowden
OPM

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Wednesday, March 22, 2017 12:18 PM
To: Snowden, Gregory A; Mahoney, Michael J
Cc: Hart, Debbi
Subject: Changes to VERA and VSIP Guides

Hello Gregory, I hope all is well.

I notice the March 2017 VERA and VSIP guides don't mention quarterly and final reports. Has this requirement been eliminated? Are there any other substantial changes to the VERA and VSIP process that I should note?

Thanks in advance for your assistance.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch

Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/6/2017 12:27:39 PM
To: Schulman, Marvin [Schulman.Marvin@epa.gov]
Subject: Fwd: Supervisory Ratio

FYI

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

Begin forwarded message:

From: "Hart, Debbi" <Hart.Debbi@epa.gov>
Date: May 5, 2017 at 4:59:49 PM EDT
To: "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Cc: "Parker, Gary" <parker.gary@epa.gov>
Subject: Fwd: Supervisory Ratio

FYI

Sent from my iPhone

Begin forwarded message:

From: "Parker, Gary" <parker.gary@epa.gov>
Date: May 5, 2017 at 12:51:51 PM MDT
To: "Moore, Bobby" <Moore.Bobby@epa.gov>
Cc: "Hart, Debbi" <Hart.Debbi@epa.gov>
Subject: Supervisory Ratio

Bobby,

Ex. 5 - Deliberative Process

Unless you have good intel on the topic, I'd like to correct it by engaging the SSCs on validating these employees and their supervisory duties and changing the code to the correct one.

R,
Gary

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

To: Parker, Gary[parker.gary@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]
Bcc: Schulman, Marvin[Schulman.Marvin@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov]
From: Hunt, Loretta
Sent: Tue 6/6/2017 9:45:02 PM
Subject: FW: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017
[OGC Business Case - 2017 VERA-VSIP.final.docx](#)
[OGC Targeted Positions Template.final.xlsx](#)
[VERA-VSIP OrgChart.final.pptx](#)

FYI

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Martinez, Gwendolyn
Sent: Tuesday, June 06, 2017 5:35 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>
Subject: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017
Importance: High

Hello Loretta and Debbi.

Attached are the OGC Senior Management approved VERA/VSIP business case write-up and supporting documentation in support of OGC's targeted positions for retirement, restructuring and/or elimination.

Please let me know if you require additional information or clarification.

Thank you.

Gwen

Gwen Martinez

RMO HR Team Lead

Office of General Counsel

U.S. Environmental Protection Agency

martinez.gwendolyn@epa.gov

202-564-1644 office

Ex. 6 - Personal Privacy mobile

From: Hunt, Loretta
Location: Teleconference
Importance: Normal
Subject: VERA/VSIP Planning and Updates
Start Date/Time: Thur 6/15/2017 7:00:00 PM
End Date/Time: Thur 6/15/2017 8:00:00 PM

Ex. 6 - Personal Privacy

Message

From: Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]
Sent: 6/1/2017 3:06:16 PM
To: RHRO [RHRO@epa.gov]; OHR PMOs [OHR_PMOs@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]
BCC: Bonner, Jerome [Bonner.Jerome@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; Hampton, Torrey [hampton.torrey@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]
Subject: RE: V/V Follow up

Importance: High

Everyone, an organization asked if the guidance on SES positions also applies to SL/ST positions? The answer is: yes.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

On May 31, 2017, at 11:43 AM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

FYI

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 11:24 AM
To: 2017HQfirstassistants; 2017Regionfirstassistants; DAA-Career; DRA; ARA
Cc: Hart, Debbi; Hunt, Loretta; Showman, John
Subject: V/V Follow up

Hi Everyone,

Yesterday the question was asked if SES can be included in the pool. I consulted with Mike. If an SES position is included it would need to be abolished and the organization's pool of SES reduced. Please call if you have questions.

Best,
Donna

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 4/13/2017 12:49:12 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: Quick questions on V/V [WARNING: DKIM validation failed]

Ok then

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

On Apr 13, 2017, at 7:57 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Hmmmm...

Sent from my iPhone

Begin forwarded message:

From: "Mahoney, Michael J" <Mike.Mahoney@opm.gov>
Date: April 12, 2017 at 11:09:28 PM EDT
To: "Hart, Debbi" <Hart.Debbi@epa.gov>
Subject: Re: Quick questions on V/V [WARNING: DKIM validation failed]

Hi Debbi,

We can talk more about this tomorrow...and sorry for the late reply

Ex. 5 - Deliberative Process

I hope this answers your question. If not, we can chat tomorrow

-mike

Sent from my iPad

On Apr 12, 2017, at 3:47 PM, "Hart, Debbi" <Hart.Debbi@epa.gov> wrote:

Hello Mike-

Hope all is well? Per my v-mail message, can you please let me know

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Thanks in advance! Debbi

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

**

Message

From: Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]
Sent: 6/15/2017 6:22:09 PM
To: Cunningham, Bisa [cunningham.bisa@epa.gov]
CC: Viney, Barbara [Viney.Barbara@epa.gov]; Ryans, Denise [Ryans.Denise@epa.gov]
Subject: RE: Latest Draft of DV Bulletin

Importance: High

Bisa, I'm crashing on V/V matters. Denise Ryans will follow-up with you to discuss WC's edits. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Cunningham, Bisa
Sent: Thursday, June 15, 2017 1:32 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Viney, Barbara <Viney.Barbara@epa.gov>
Subject: FW: Latest Draft of DV Bulletin

Loretta -

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

r/s

Bisa Cunningham
Director, Diversity, Recruitment, & Employee Services Division
Environmental Protection Agency
Office of Administration and Resources Management
Office of Human Resources, WJC North (Room 1402 Y/Z)
Office: 202-564-6635
Mobile: 202-875-2492
Email: Cunningham.Bisa@epa.gov

From: Carpenter, Wesley
Sent: Thursday, June 15, 2017 10:08 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Ryans, Denise <Ryans.Denise@epa.gov>; Viney, Barbara <Viney.Barbara@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: RE: Latest Draft of DV Bulletin

Loretta:

I have reviewed and attached my comments on the latest version of the subject policy. Please let me know if you have any questions. Thanks.

Wes

From: Hunt, Loretta

Sent: Monday, June 12, 2017 5:42 PM

To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Ryans, Denise <Ryans.Denise@epa.gov>; Viney, Barbara <Viney.Barbara@epa.gov>

Subject: Latest Draft of DV Bulletin

Linda/Wes,

The latest version with OIG's minor changes (in **red** on pg. 6) is attached for your review. Once OHR/IO and Donna review, I can finalize and sign.

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]
Sent: 5/16/2017 2:37:17 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V Question

Nothing. Let me follow-up.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Tuesday, May 16, 2017 10:35 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: V/V Question

Before I answer, what did we hear back from SSCs about restructuring standardized PDs?

From: Buhl, Rick
Sent: Monday, May 15, 2017 9:26 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: V/V Question

Debbi,

I hope all is well in DC this morning. I have a question on VERA/VSIP that is rather crucial to our conversation within the Region, and I suspect across the agency.

Ex. 5 - Deliberative Process

As an example,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks in advance.

Rick

Rick Buhl
Assistant Regional Administrator, Office of Technical and Management Services

USEPA Region 8 | 1595 Wynkoop St (8TMS-IO) | Denver, CO 80202-1129

Office: (303) 312-6920

Need a Meeting? Contact Sifa M. Kajiru-Edwards at 303-312-6017

To: Bonner, Jerome[Bonner.Jerome@epa.gov]; Corbett, Krysti[Corbett.Krysti@epa.gov];
Cunningham, Bisa[cunningham.bisa@epa.gov]; Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov];
Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]
Cc: Hart, Debbi[Hart.Debbi@epa.gov]; Schulman, Marvin[Schulman.Marvin@epa.gov]; McNeal,
Detha[McNeal.Detha@epa.gov]; Hampton, Torrey[hampton.torrey@epa.gov]
From: Hunt, Loretta
Sent: Tue 6/6/2017 5:01:51 PM
Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

What about Thursdays at 3 pm?

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Bonner, Jerome
Sent: Tuesday, June 06, 2017 12:43 PM
To: Corbett, Krysti <Corbett.Krysti@epa.gov>; Cunningham, Bisa
<cunningham.bisa@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth
<Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Coomber,
Robert <coomber.robert@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>;
McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>
Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

Tuesday afternoon will not work for the SSCs...we have a standing 1400-1600 meeting

Jerome W. Bonner

Environmental Protection Agency

Office of Administration and Resources Management - Cincinnati

Director, Human Resources

Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950

Mobile: Ex. 6 - Personal Privacy

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer.

"Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Corbett, Krysti

Sent: Tuesday, June 06, 2017 12:41 PM

To: Cunningham, Bisa <cunningham.bisa@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

We've got many recurring meetings on Thursday mornings – so either Tuesday or Thursday afternoon for Bob and I.

Thanks!

Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295

Mobile: **Ex. 6 - Personal Privacy**

corbett.krysti@epa.gov

From: Cunningham, Bisa

Sent: Tuesday, June 6, 2017 11:39 AM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

I prefer Thursdays.

r/s

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

Environmental Protection Agency

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: **Ex. 6 - Personal Privacy**

Email: Cunningham.Bisa@epa.gov

From: Hunt, Loretta

Sent: Tuesday, June 06, 2017 11:32 AM

To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: Need to Schedule Regular VERA/VSIP Meetings

Importance: High

I would like to schedule regular V/V meetings for planning and updates on Tuesdays or Thursdays. Please let me know your preference. Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

Bcc: Hart, Debbi[Hart.Debbi@epa.gov]
To: Vaughan, Pat[Vaughan.Pat@epa.gov]
From: Hunt, Loretta
Sent: Thur 6/15/2017 1:17:37 PM
Subject: Re: VERA/VSIP Question on Pools

Pat,

I apologize but things are getting tight on this end and the team has to be prepared to act quickly.

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

On Jun 14, 2017, at 8:29 PM, Vaughan, Pat <Vaughan.Pat@epa.gov> wrote:

I will get back to you. We may be ok. Wish this hadn't been copied to everyone yet. I was asking for advice first.

Sent from my iPhone

On Jun 14, 2017, at 6:13 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Pat,

We're trying to submit draft documentation to OPM and OMB ASAP.

Are you saying you forgot to include **Ex. 5 - Deliberative Process** in your VERA count? They should show up in the VSIP count if they're in a targeted position. Or are you saying they aren't counted at all?

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov


From: Vaughan, Pat

Sent: Wednesday, June 14, 2017 5:13 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: VERA/VSIP Question on Pools

Debbie/Loretta,

Would like to talk to one of you as soon as possible, if that is doable. We based our eligible pool numbers on those fully eligible to retire and those eligible for a VERA. 

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Do you need a new chart with this breakdown, or does that even matter at this point? We just have to have the eligible names correct when they go to the SSC, in my opinion. Can I talk this through with someone?

We indicated in our business case that we wanted the ability to adjust caps as

necessary, within the LCOs, as long as we remained within our overall cap of
That would not change.



Does any of this make sense?

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

Message

From: Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]
Sent: 6/14/2017 10:14:55 PM
To: Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]
Subject: FW: Questions on VERA/VSIP and eligibility

FYI

No action.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Burrows, Eileen
Sent: Wednesday, June 14, 2017 5:59 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Questions on VERA/VSIP and eligibility

Thanks Loretta

From: Hunt, Loretta
Sent: Wednesday, June 14, 2017 5:53 PM
To: Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>
Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: RE: Questions on VERA/VSIP and eligibility

Eileen,

1. Yes. An employee *leaving* phased retirement to separate and enter full retirement may be eligible for a VSIP. An employee may not *enter* phased retirement and take a VSIP at the same time. An employee who takes VERA is not eligible for phased retirement.
2. Consult your servicing SSC retirements/benefits specialist.
3. The VSIP guide states that an employee is not eligible if he or she has a disability such that the individual *is or would be* eligible for disability retirement. A person can't apply for disability retirement and then VERA too.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Burrows, Eileen
Sent: Wednesday, June 14, 2017 5:10 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: Questions on VERA/VSIP and eligibility

Hi Loretta,

We have a few questions in Region 3 regarding eligibility for VERA/VSIP that we would like clarification. We have done some research, but are not clear on the answers:

- 1) Are phased-retirees eligible for VSIP or are they considered reemployed annuitants?
- 2) Can both CSRS and FERS employees add their annual leave to become eligible for VERA (if they would not be eligible without adding annual leave)? The CSRS/FERS Handbook mentions that CSRS cannot, but no mention about FERS. The OPM VERA guidance is unclear.
- 3) If an employee has already applied for disability retirement, but it has not been approved by OPM, would he/she be eligible for VERA and/or VSIP, assuming he/she would be eligible otherwise?

Thanks,

Eileen Burrows

Deputy Human Resources Officer

EPA Region 3, Human Resources Management Branch, OP&M (3PM40)

Phone: (215) 814-5327

burrows.eileen@epa.gov

Message

From: Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]
Sent: 6/14/2017 9:53:11 PM
To: Burrows, Eileen [BURROWS.EILEEN@EPA.GOV]
CC: Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]
Subject: RE: Questions on VERA/VSIP and eligibility

Eileen,

1. Yes. An employee *leaving* phased retirement to separate and enter full retirement may be eligible for a VSIP. An employee may not *enter* phased retirement and take a VSIP at the same time. An employee who takes VERA is not eligible for phased retirement.
2. Consult your servicing SSC retirements/benefits specialist.
3. The VSIP guide states that an employee is not eligible if he or she has a disability such that the individual *is or would be* eligible for disability retirement. A person can't apply for disability retirement and then VERA too.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Burrows, Eileen
Sent: Wednesday, June 14, 2017 5:10 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Questions on VERA/VSIP and eligibility

Hi Loretta,

We have a few questions in Region 3 regarding eligibility for VERA/VSIP that we would like clarification. We have done some research, but are not clear on the answers:

- 1) Are phased-retirees eligible for VSIP or are they considered reemployed annuitants?
- 2) Can both CSRS and FERS employees add their annual leave to become eligible for VERA (if they would not be eligible without adding annual leave)? The CSRS/FERS Handbook mentions that CSRS cannot, but no mention about FERS. The OPM VERA guidance is unclear.
- 3) If an employee has already applied for disability retirement, but it has not been approved by OPM, would he/she be eligible for VERA and/or VSIP, assuming he/she would be eligible otherwise?

Thanks,

Eileen Burrows
Deputy Human Resources Officer
EPA Region 3, Human Resources Management Branch, OP&M (3PM40)
Phone: (215) 814-5327
burrows.eileen@epa.gov

To: Fowler, Joshua[Fowler.Joshua@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]
Bcc: Schulman, Marvin[Schulman.Marvin@epa.gov]; Hampton, Torrey[hampton.torrey@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov]
From: Hunt, Loretta
Sent: Mon 5/15/2017 3:21:43 PM
Subject: RE: V/V Question

Joshua,

I believe you're conflating some V/V concepts. First, the region should not offer V/V to all GS-14/15 attorneys if in fact there are a few which are national experts and need to be retained. The business case should only target positions that you absolutely must eliminate or restructure. It's okay to say something like, "These GS-14/15 905s in {X office/location} are not eligible for V-V because the positions are critical, national experts and the organization must retain the positions as structured." Or something similar.

Now, if you're stating these critical positions need to be vacated so that the office can restructure and bring in fresh expertise, then that is what you use in your business case. The use of safe positions to lateral surplus employees is not a requirement and should only be used when the organization reasonably expects (in consultation with the servicing SSC) surplus employees to meet the quals for such positions if vacated. You would state in your business case the critical positions must be restructured if vacated.

Let me know if you have any questions or concerns.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Fowler, Joshua
Sent: Friday, May 12, 2017 9:50 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: V/V Question

Hi Debbi,

What flexibility do we have to accept V/V requests on a case by case basis from bargaining unit employees? We would like to offer V/V to all of our GS 14/15 attorneys, but there are a few positions which are critical. We cannot use saved positions for this because the positions in question are national experts and we would not be able to lateral anyone in to fill them.

Thanks

Josh Fowler

Acting Human Resources Officer

EPA Region 8

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

Ex. 6 - Personal Privacy (cell)

Message

From: Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]
Sent: 5/11/2017 11:33:26 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Updated Workforce FAQs
Attachments: vsip_guide.pdf; VERA- VSIP FAQ's Managers 5-11-17.docx

Importance: High

FYI

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Thursday, May 11, 2017 5:46 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Follow-Up on Safe Positions
Importance: High

Debbi,

I've added a final FAQ (#18) on targeting only early/optional retirement eligibles. I pretty much just copied the information on pg. 6 of the VSIP Guide.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Thursday, May 11, 2017 11:03 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Follow-Up on Safe Positions
Importance: High

Debbi, I've revised the FAQs per Arron's comments.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA

Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Helm, Arron
Sent: Thursday, May 11, 2017 9:18 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: RE: Follow-Up on Safe Positions

Loretta, just a couple of comments.

From: Hunt, Loretta
Sent: Thursday, May 11, 2017 8:08 AM
To: Carter, Rick <Carter.Rick@epa.gov>
Cc: Helm, Arron <Helm.Arron@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: Re: Follow-Up on Safe Positions

Thanks, Rick and Arron. Do you have any comments on the FAQs?

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

On May 11, 2017, at 6:59 AM, Carter, Rick <Carter.Rick@epa.gov> wrote:

Loretta,

I agree—

Ex. 5 - Deliberative Process

Rick

From: Helm, Arron
Sent: Thursday, May 11, 2017 6:18 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Carter, Rick <Carter.Rick@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: Re: Follow-Up on Safe Positions

Loretta. I agree with your take on this. I think

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Sent from my iPhone

On May 10, 2017, at 8:14 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Everyone,

Please provide your thoughts on this topic. The write-up from R5 and the VSIP template were in the first email. Also, I've drafted FAQs I'd like to send out to programs/regions.

Please review and provide feedback.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Tuesday, May 09, 2017 3:38 PM
To: Helm, Arron <Helm.Arron@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hitchens, Lynnnann <hitchens.lynnann@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>
Subject: Follow-Up on Safe Positions

Arron/Rick,

A few ARAs asked if vacated "safe positions" could be competed using MP procedures (i.e., if a targeted safe position is vacated, could the office compete the position internally to fill it)?!

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

OPM's revised VSIP template specifically addresses safe positions (pg. 2, attached):

In Columns 1 to 3, identify the specific positions that will be eliminated/restructured by organizational unit, geographical location, occupational category, grade level, and any other factors related to the position such as skills and knowledge gaps you are seeking to address. In Column 5, identify the positions or categories of employees to whom the VSIP will be offered in order to achieve the reductions/reshaping specified in columns 1 to 3. [NOTE: Column 5 may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)]

In my opinion,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thoughts?

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

<VERA- VSIP FAQ's Managers 5-10-17.doc>

Message

From: Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]
Sent: 5/4/2017 5:19:47 PM
To: Hampton, Torrey [hampton.torrey@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]
Subject: FW: Handouts for Workforce Reshaping Process and Options
Attachments: Top 10 FAQs - VERA and VSIP.PDF; Workforce Reshaping Process and Options.ppt

FYI

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Workforce [mailto:Workforce@opm.gov]
Sent: Thursday, May 04, 2017 12:05 PM
To: Workforce <Workforce@opm.gov>
Subject: Handouts for Workforce Reshaping Process and Options

Good morning,

Please see the attached materials which will be used during this afternoon's event. We look forward to seeing you soon!

If you have questions and plan to view the webcast online, please respond to this email with your questions so we can answer them during the event.

To: Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov]; Bonner, Jerome[Bonner.Jerome@epa.gov]; Atkinson, Ryan[Atkinson.Ryan@epa.gov]
Cc: Jones, Gladys[Jones.Gladys@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]
From: Hunt, Loretta
Sent: Thur 5/4/2017 5:16:16 PM
Subject: RE: Lateral Reassignments to Supervisory Position

Thanks, Liz.

Ex. 5 - Deliberative Process

This is helpful. Thank you very much.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Engebretson, Lizabeth

Sent: Thursday, May 04, 2017 1:10 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>

Cc: Jones, Gladys <Jones.Gladys@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>

Subject: RE: Lateral Reassignments to Supervisory Position

Importance: High

Loretta,

I am responding, without the opportunity to discuss with Ryan/Jeremy and Jerome in advance.

Bottom-line:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From OPM Hiring Flexibilities: Reassign Employees - An agency may reassign an employee to another position at the same grade, either within a local commuting area or to another commuting area. (5 CFR 335.102) The agency must have a legitimate management need for the reassignment and the employee must qualify. An agency may reassign employees in surplus positions into vacant continuing positions in unaffected organizations. Unless an agency has a policy or collective bargaining agreement addressing management's right to reassign in a particular context, it can reassign an employee without regard to his or her relative RIF retention standing. In other words, the agency need not consider veterans' preference, length of service, or performance ratings in reassigning employees. Reassignment to a position in a different local commuting area does not provide the right to compete for a position in the present competitive area under 5 CFR part 351 RIF regulations even if the employee declines the reassignment and the agency subsequently separates the employee under 5 CFR part 752 adverse action regulations.

Ryan/Jerome,

Ex. 5 - Deliberative Process

Thank you.

Regards,

Liz

Lizabeth J. Engebretson

Director, Las Vegas HR Shared Service Center
U.S. Environmental Protection Agency, OARM-Cincinnati

Human Resources Management Division – SSC Las Vegas (Team Vegas)

4220 S. Maryland Parkway, Building A, Suite 100 ♦ Las Vegas, NV 89119-7528

Phone: (702) 798-2432 ♦ Cellular: Ex. 6 - Personal Privacy Fax: (702) 798-2416 ♦ Email: engebretson.lizabeth@epa.gov

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From: Hunt, Loretta

Sent: Wednesday, May 03, 2017 4:06 PM

To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <engebretson.lizabeth@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>

Cc: Jones, Gladys <Jones.Gladys@epa.gov>

Subject: FW: Lateral Reassignments to Supervisory Position

SSC Directors,

Ex. 5 - Deliberative Process

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Kitamura, Louise

Sent: Monday, May 01, 2017 10:54 AM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: McClendon, Michelle <McClendon.Michelle@epa.gov>

Subject: Lateral Reassignments to Supervisory Position

Hi Loretta,

Thanks for looking into this. Talent Hub is preparing to launch the Lateral Reassignments module, and we need to ensure we provide appropriate guidance to employees and hiring managers.

My understanding is that a person who is serving in a non-supervisory position cannot apply to a supervisory position (assuming they meet the grade eligibility). Can you help shed some light on whether that is true for all cases, e.g., even if a person had served the probationary period for a supervisor in a previous job.

It would be helpful to have the full explanation so that we can post it on Talent Hub as agency guidelines.

Thanks so much!

Louise Kitamura

Civil Rights, Diversity and Inclusion Advisor (Acting)

Office of Water

(o) 202-564-1731

(c) **Ex. 6 - Personal Privacy**

To: Jablonski, Janice[jablonski.janice@epa.gov]
Cc: Young, Debbie[young.debbie@epa.gov]
From: Holt, Kendal
Sent: Wed 6/21/2017 12:52:47 PM
Subject: RE: OARM Actions Processed.xlsx
Completed Actions Report.xlsx

Hi Jan – I have added the 001, 002, and 894 actions back into the results. Please note that 894 actions are system generated and processed unless there is an issue with the employee record and the action doesn't run. Then an SSC employee would have to manually process the action. Additionally, 002 actions are a little misleading as we are unable to process a single correction at the top of an employee record as allowed by the GPPA, and instead must correct every action above the corrected action (some of which are the result of errors from previous agencies) in the employee's record, which inflates the "correction rate." For example, at DOE I had to process 27 corrections to an employee's record due to a FERCA case that went back three agencies prior to the employee joining DOE. Of course the 27 corrections adversely affected our correction rate, even though the error was not ours.

I'm interested in the workload analysis and metrics you are developing and would like to talk more at your convenience as it may tie into my work.

Ken

513-569-7796

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From: Jablonski, Janice
Sent: Wednesday, June 21, 2017 6:56 AM
To: Holt, Kendal <holt.kendal@epa.gov>
Cc: Young, Debbie <young.debbie@epa.gov>
Subject: RE: OARM Actions Processed.xlsx

Thanks Ken. However, since I need to get an accurate sense of workload, I would like to have

those three categories.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks. I really appreciate your help with this.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Holt, Kendal

Sent: Tuesday, June 20, 2017 1:50 PM

To: Jablonski, Janice <jablonski.janice@epa.gov>

Cc: Young, Debbie <young.debbie@epa.gov>

Subject: RE: OARM Actions Processed.xlsx

Jan – I have rerun the analysis, added the missing orgs, and added a separate Pivot Table that breaks down the number of actions processed, by SSC and Quarter for your review. Please note that I have excluded 001-Cancellations, 002-Corrections, and 894-General Adjustments from the results.

Ken

513-569-7796

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From: Jablonski, Janice
Sent: Tuesday, June 20, 2017 12:41 PM
To: Holt, Kendal <holt.kendal@epa.gov>
Cc: Young, Debbie <young.debbie@epa.gov>
Subject: RE: OARM Actions Processed.xlsx

Thanks Ken. You're a life-saver!

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Holt, Kendal
Sent: Tuesday, June 20, 2017 12:40 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Cc: Young, Debbie <young.debbie@epa.gov>
Subject: OARM Actions Processed.xlsx

Jan – I was able to add in the org code to column A.

Ken

513-569-7796

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

To: Jablonski, Janice[jablonski.janice@epa.gov]
Cc: Young, Debbie[young.debbie@epa.gov]
From: Holt, Kendal
Sent: Tue 6/20/2017 5:49:55 PM
Subject: RE: OARM Actions Processed.xlsx
Completed Actions Report.xlsx

Jan – I have rerun the analysis, added the missing orgs, and added a separate Pivot Table that breaks down the number of actions processed, by SSC and Quarter for your review. Please note that I have excluded 001-Cancellations, 002-Corrections, and 894-General Adjustments from the results.

Ken

513-569-7796

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From: Jablonski, Janice
Sent: Tuesday, June 20, 2017 12:41 PM
To: Holt, Kendal <holt.kendal@epa.gov>
Cc: Young, Debbie <young.debbie@epa.gov>
Subject: RE: OARM Actions Processed.xlsx

Thanks Ken. You're a life-saver!

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Holt, Kendal

Sent: Tuesday, June 20, 2017 12:40 PM

To: Jablonski, Janice <jablonski.janice@epa.gov>

Cc: Young, Debbie <young.debbie@epa.gov>

Subject: OARM Actions Processed.xlsx

Jan – I was able to add in the org code to column A.

Ken

513-569-7796

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

To: Jablonski, Janice[jablonski.janice@epa.gov]
From: Bonner, Jerome
Sent: Wed 7/12/2017 5:44:51 PM
Subject: RE: SSC Request for Information: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

Thanks!

Jerome W. Bonner

Environmental Protection Agency

Office of Administration and Resources Management - Cincinnati

Director, Human Resources

Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950

Mobile: **Ex. 6 - Personal Privacy**

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From: Jablonski, Janice
Sent: Wednesday, July 12, 2017 1:41 PM

To: Bonner, Jerome <Bonner.Jerome@epa.gov>
Subject: RE: SSC Request for Information: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

Here's the OARM Pool List. Let me know if you have any questions.

From: Bonner, Jerome
Sent: Wednesday, July 12, 2017 1:26 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Thomas, Ollie <thomas.ollie@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Datcher, Dawn <Datcher.Dawn@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Holt, Kendal <holt.kendal@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>
Subject: SSC Request for Information: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

Dear Colleagues,

An employee whose position is in the VERA/VSIP pool will be receiving a separate letter tomorrow. I am asking that you provide the Cincinnati SSC a copy of the letter, or copied on the email transmission, or provided a list of employees who are receiving the separate letter.

Thanks

JB

Jerome W. Bonner

Environmental Protection Agency

Office of Administration and Resources Management - Cincinnati

Director, Human Resources

Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950

Mobile: Ex. 6 - Personal Privacy

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"Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

To: Lesperance, Twanna[Lesperance.Twanna@epa.gov]
Cc: Smith, Susan[Smith.Susan@epa.gov]; Milton, Laura[Milton.Laura@epa.gov]; Braxton, Marilyn[Braxton.Marilyn@epa.gov]; Barber, Anthony[Barber.Anthony@epa.gov]; RHRO[RHRO@epa.gov]; OHR PMOs[OHR_PMOs@epa.gov]
From: Soward, Ruth-Alene
Sent: Tue 5/16/2017 1:43:18 PM
Subject: Re: communicating with staff around V/V proposals?

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Since OHR is coordinating the agency's consolidated proposal, perhaps they can share the communication plan and timeline so we know when information will be or can be shared. If no one else has done so, I'll sent a note to Debbi Hart.

Ruth Alene Soward, Director
Office of Resource and Information Management
Office of the Chief Financial Officer
202-566-0985 phone; 202-669-1876 mobile; 202-564-1433 fax
Mail Code 2710A

On May 16, 2017, at 9:24 AM, Lesperance, Twanna <Lesperance.Twanna@epa.gov> wrote:

All,

Same with AO, unless something changed during my absence.

Respectfully,
Twanna Lesperance, Assistant Director, PMO
AO, OAES, Administrative Management Staff
202-564-0419

On May 16, 2017, at 8:12 AM, Smith, Susan <Smith.Susan@epa.gov> wrote:

Agree, same with OLEM.

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy (cell)

202-566-6324 (fax)

Follow OLEM on Twitter @EPALand

From: Milton, Laura

Sent: Monday, May 15, 2017 5:47 PM

To: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>

Subject: RE: communicating with staff around V/V proposals?

OECA generally announced the agency's intention to develop a proposal for consideration but we are not planning to share our draft plan with staff.

Sent from my Windows Phone

From: [Braxton, Marilyn](#)

Sent: 5/15/2017 5:36 PM

To: [Barber, Anthony](#); [RHRO](#); [OHR PMOs](#)

Subject: RE: communicating with staff around V/V proposals?

OEI is not planning to share the proposal until it is officially approved. But I'm interested in hearing what others are doing.

Regards!

Marilyn A. Braxton

202-564-8192

Ex. 6 - Personal Privacy (mobile)

Website: OEI's HR Corner

From: Barber, Anthony

Sent: Monday, May 15, 2017 5:32 PM

To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>

Subject: communicating with staff around V/V proposals?

Does anyone have an idea of when our collective proposals for VERA/VSIP should/will be available to our rank and file employees? Not clear to me. Are folks planning to share what is sent in on 5/24? Any thought of sharing with staff at the 6/30 point, or sooner? Just thinking about communications strategies and timing.

Anthony L. Barber, PE
Acting Human Capital Officer and Manager, HRF Unit

Director, Oregon Operations Office
US EPA Region 10
805 SW Broadway, Suite 500
Portland, OR 97205

503-326-6890 (phone)
503-326-3399 (fax)
barber.anthony@epa.gov

To: Smith, Susan[Smith.Susan@epa.gov]
Cc: Milton, Laura[Milton.Laura@epa.gov]; Braxton, Marilyn[Braxton.Marilyn@epa.gov]; Barber, Anthony[Barber.Anthony@epa.gov]; RHRO[RHRO@epa.gov]; OHR PMOs[OHR_PMOs@epa.gov]
From: Lesperance, Twanna
Sent: Tue 5/16/2017 1:24:24 PM
Subject: Re: communicating with staff around V/V proposals?

All,

Same with AO, unless something changed during my absence.

Respectfully,
Twanna Lesperance, Assistant Director, PMO
AO, OAES, Administrative Management Staff
202-564-0419

On May 16, 2017, at 8:12 AM, Smith, Susan <Smith.Susan@epa.gov> wrote:

Agree, same with OLEM.

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy (cell)

202-566-6324 (fax)

[Follow OLEM](#) on Twitter [@EPALand](#)

From: Milton, Laura
Sent: Monday, May 15, 2017 5:47 PM
To: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Subject: RE: communicating with staff around V/V proposals?

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Sent from my Windows Phone

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Sent: 5/15/2017 5:36 PM
To: [Barber, Anthony](#); [RHRO](#); [OHR PMOs](#)
Subject: RE: communicating with staff around V/V proposals?

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Regards!

Marilyn A. Braxton

202-564-8192

202-236-3228 (mobile)

Website: OEI's HR Corner

From: Barber, Anthony
Sent: Monday, May 15, 2017 5:32 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Subject: communicating with staff around V/V proposals?

Does anyone have an idea of when our collective proposals for VERA/VSIP should/will be available to our rank and file employees? Not clear to me. Are folks planning to share what is sent in on 5/24? Any thought of sharing with staff at the 6/30 point, or sooner? Just thinking about communications strategies and timing.

Anthony L. Barber, PE
Acting Human Capital Officer and Manager, HRF Unit

Director, Oregon Operations Office
US EPA Region 10
805 SW Broadway, Suite 500
Portland, OR 97205

503-326-6890 (phone)
503-326-3399 (fax)
barber.anthony@epa.gov

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 7/13/2017 5:02:50 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: FW: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM

FYII

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Perkins, Barbara
Sent: Thursday, July 13, 2017 1:02 PM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: RE: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM

Yes, I got Cleanzo the IT guy over here in the office to help me. Thank you for responding back.

From: Lemley, Lauren
Sent: Thursday, July 13, 2017 12:59 PM
To: Perkins, Barbara <Perkins.Barbara@epa.gov>
Cc: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: RE: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM

Hi Barbara,
Were you able to figure it out? I did receive notification that an application was submitted for you. Please advise. Thanks!

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Perkins, Barbara
Sent: Thursday, July 13, 2017 12:34 PM
To: Showman, John <Showman.John@epa.gov>
Subject: RE: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM

The online application for the VERA is not coming up on the computer it reads no results, please help. Thanks

From: Showman, John
Sent: Thursday, July 13, 2017 8:27 AM
To: Louis, Patricia <Louis.Patricia@epa.gov>; Bell, Shirley <Bell.Shirley@epa.gov>; Black, Cheryl <black.cheryl@epa.gov>; Davis, MichaelH <Davis.MichaelH@epa.gov>; Lluberas, Luis <Lluberas.Luis@epa.gov>; Amorosi, Joanne <Amorosi.Joanne@epa.gov>; Allen, Shakethia <allen.shakethia@epa.gov>; Neely, Rodney <Neely.Rodney@epa.gov>; McKay, Linda <McKay.Linda@epa.gov>; Saracco, Silvia <Saracco.Silvia@epa.gov>; Chenkin, Howard <Chenkin.Howard@epa.gov>; Clarke, Denise <clarke.denise@epa.gov>; Valentino, Thomas <Valentino.Thomas@epa.gov>; Lyles, Dianne <lyles.dianne@epa.gov>; Sutton, Donald <Sutton.Donald@epa.gov>; Gillis-Massey, Martina <gillis-massey.martina@epa.gov>; Nelson-Palmer, Brian <nelson-palmer.brian@epa.gov>; Gray,

RobertA <Gray.RobertA@epa.gov>; Madison, Tommie <Madison.Tommie@epa.gov>; Macht, Jennifer <Macht.Jennifer@epa.gov>; Hubbell, Holly <Hubbell.Holly@epa.gov>; Brown, Dawn <Brown.Dawn@epa.gov>; Baptist, Douglas <Baptist.Douglas@epa.gov>; Moroni, Susan <moroni.susan@epa.gov>; Vaughn, Celia <Vaughn.Celia@epa.gov>; Koehler, Alfred <koehler.alfred@epa.gov>; Tonsil, Pauline <tonsil.pauline@epa.gov>; Oliver, John <Oliver.John@epa.gov>; Brunecz, Michelle <Brunecz.Michelle@epa.gov>; Danley-Smith, Sylvia <Danley-Smith.Sylvia@epa.gov>; ODEND'HAL, JULIANNE <OdendHal.Julianne@epa.gov>; Alston, Lawrence <Alston.Lawrence@epa.gov>; Greene, Diane <greene.diane@epa.gov>; Hairston, Lakeysha <Hairston.Lakeysha@epa.gov>; Smith, Leon <Smith.Leon@epa.gov>; Clark, Cheryl <clark.cheryl@epa.gov>; Messick, Michelle <Messick.Michelle@epa.gov>; Parker, Veronica <Parker.Veronica@epa.gov>; Oboyle, Ellen <oboyale.ellen@epa.gov>; Anthony, Peggy <Anthony.Peggy@epa.gov>; Young, Jill <YoungJill@epa.gov>; Belles, Richard <Belles.Richard@epa.gov>; Creed, Suzette <Creed.Suzette@epa.gov>; Jones, Traci <Jones.Traci@epa.gov>; Arnold, Eileen <Arnold.Eileen@epa.gov>; Taylor, Jeffrey <Taylor.Jeff@epa.gov>; Wilson, Robert <Wilson.Robert@epa.gov>; Rodriguez, Victor <Rodriguez.Victor@epa.gov>; Barber, Wayne <Barber.Wayne@epa.gov>; Martinez, Doris <Martinez.Doris@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>; Kirkland, William <Kirkland.William@epa.gov>; Gantt, Adrienne <Gantt.Adrienne@epa.gov>; Hitchcock, Charlie <Hitchcock.Charlie@epa.gov>; Pierce, DeEdria <Pierce.DeEdria@epa.gov>; Love, Stephanie <Love.Stephanie@epa.gov>; Viney, Barbara <Viney.Barbara@epa.gov>; Beard, Deborah-Ward <beard.deborah-ward@epa.gov>; Keemer, Mary <Keemer.Mary@epa.gov>; Lew, William <Lew.William@epa.gov>; Perkins, Barbara <Perkins.Barbara@epa.gov>; Jackson, Mildred <Jackson.Mildred@epa.gov>; KHATRI, KUSH <Khatri.Kush@epa.gov>; Marusak, Kirk <Marusak.Kirk@epa.gov>; Robinson, Latonya <Robinson.Latonya@epa.gov>; Thomas, Bridgette <thomas.bridgette@epa.gov>; Fields, Deborah <Fields.Deborah@epa.gov>; Williams, Laurie <Williams.Laurie@epa.gov>; Williams, Nicole <Williams.Nicole@epa.gov>; Little, Patricia L. <Little.PatriciaL@epa.gov>; Harris, PhyllisA <Harris.PhyllisA@epa.gov>; Owens, Terri <Owens.Terri@epa.gov>; Murray, Cheryl <Murray.Cheryl@epa.gov>; Smith, HelenT <Smith.HelenT@epa.gov>; Brandon, Shantell <Brandon.Shantell@epa.gov>; Harrison, Tina <Harrison.Tina@epa.gov>; Hood, Anthony <Hood.Anthony@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Chesley, Don <Chesley.Don@epa.gov>; Brown, Geraldine <Brown.Geraldine@epa.gov>; Green, Eugene <Green.Eugene@epa.gov>; Rousey, Toni <Rousey.Toni@epa.gov>; Joyce, Mark <Joyce.Mark@epa.gov>; Walker, Nadene <Walker.Nadene@epa.gov>; Womack, Sandy <Womack.Sandy@epa.gov>; Wiskerchen, Nicholas <Wiskerchen.Nicholas@epa.gov>; Richardson, Karen <Richardson.Karen@epa.gov>; Gooden, Melanie <Gooden.Melanie@epa.gov>; Fletcher, Linda <Fletcher.Linda@epa.gov>; Jackson, Terrence <Jackson.Terrence@epa.gov>; Settle, Steve <Settle.Steve@epa.gov>; Levesque, Dan <Levesque.Dan@epa.gov>; Brown, Wendy <brown.wendy@epa.gov>; Facey, Lester <Facey.Lester@epa.gov>; McClendon, Michelle <McClendon.Michelle@epa.gov>; Smith-Starkey, Tracie <Smith-Starkey.Tracie@epa.gov>; Terrell, Piyachat <Terrell.Piyachat@epa.gov>; Smith, KentS <Smith.KentS@epa.gov>; Milam, Claire <Milam.Claire@epa.gov>; Nieves, Michael <Nieves.Michael@epa.gov>; Bogus, Alan <Bogus.Alan@epa.gov>; Mercado, EdnaD <Mercado.EdnaD@epa.gov>; Griffin, Malissa <Griffin.Malissa@epa.gov>; Allen, Tania <Allen.Tania@epa.gov>; Ridings, Sharon <Ridings.Sharon@epa.gov>; Schreefer, Kenneth <Schreefer.Kenneth@epa.gov>; Barnes, Jonathan <barnes.jonathan@epa.gov>; Chopp, Justine <Chopp.Justine@epa.gov>; Ware, Beverly <Ware.Beverly@epa.gov>; Davis-Ray, Bernie <Davis-Ray.Bernie@epa.gov>; Jones, Lynnett <Jones.Lynnett@epa.gov>; White, Wayne D. <White.Wayned@epa.gov>; Robinson, Stacey <Robinson.Stacey@epa.gov>; Jackson, Raphael <Jackson.Raphael@epa.gov>; Bowling, Danita <Bowling.Danita@epa.gov>; Johnson, Dexter <Johnson.Dexter@epa.gov>; Randall, Brenda <Randall.Brenda@epa.gov>; Santiago, Marilsa <santiago.marilsa@epa.gov>; Neill, Charles <Neill.Charles@epa.gov>; McDonald, Joshua <McDonald.Joshua@epa.gov>; Metoyer, Bryford <Metoyer.Bryford@epa.gov>; Eme, Sunday <Eme.Sunday@epa.gov>; Snipes, Rebecca <snipes.rebecca@epa.gov>; Stinger, Peter <Stinger.Peter@epa.gov>; McCutcheon, Pamela <McCutcheon.Pamela@epa.gov>; Armstrong, Marilyn <Armstrong.Marilyn@epa.gov>; Bushta, Jason <Bushta.Jason@epa.gov>; Boyle, Norman <Boyle.Norman@epa.gov>; Dady, John <Dady.John@epa.gov>; Gillikin, Pamela <Gillikin.Pamela@epa.gov>; DeLaCruz-Matthews, Alexandria <DeLaCruz-Matthews.Alexandria@epa.gov>; Rocque, Eulvid <rocque.eulvid@epa.gov>; Tenner, Angie <Tenner.Angie@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Piard-Hylton, Rose <Piard-Hylton.Rose@epa.gov>; Cherry, Linear <Cherry.Linear@epa.gov>; Reid, Carol <Reid.Carol@epa.gov>; Gouridine, Charles <Gouridine.Charles@epa.gov>; HERBAS, ALEJANDRA <herbas.alejandra@epa.gov>; SCOTT, INETHIA <SCOTT.INETHIA@EPA.GOV>; McCleary, James <McCleary.James@epa.gov>; Carbonaro, Joseph <Carbonaro.Joe@epa.gov>; Ross, Jon <Ross.Jon@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Christofel, Dave

<Christofel.David@epa.gov>; Smith, Jacqueline <Smith.Jacqueline@epa.gov>; Ward, Anthony <Ward.Anthony@epa.gov>; JOHNSON, ROBIN-TG <Johnson.Robin-TG@epa.gov>; Gonzales, Eddie <Gonzales.Eddie@epa.gov>; Bowlding, Pat <Bowlding.Pat@epa.gov>; Carrillo, Oscar <Carrillo.Oscar@epa.gov>; Kane-Sharp, Bonnie <Kane-Sharp.Bonnie@epa.gov>; Lake, Debbie <Lake.Debbie@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hitchens, Lynnnann <hitchens.lynnann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>
Subject: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) opportunities. As our organization explores various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

In accordance with statute and regulations, we identified the specific grades, occupational series, and geographic locations designated for VERA and VSIP for OPM and OMB, and have received their approval for the categories identified in Attachment A. The maximum number of VSIPs offered to employees in OARM will be 98. If the number of applications received exceeds the maximum number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date for leave and then on entry on duty date (total EPA years of service). If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of VSIP offers that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The Human Resources Shared Service Center in Cincinnati can provide you with more information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate (OARM-RTP employees should contact the HR Shared Service Center in RTP). Attachment C provides contact information for this purpose.

If you decide to apply, you should do so early in the application period, which opens on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.

Applications will only be accepted during this period using the online application system. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help OARM most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

John L Showman III, Acting Principal Deputy Assistant Administrator
Office of Administration and Resources Management
US Environmental Protection Agency
202-564-5341

To: Jablonski, Janice[jablonski.janice@epa.gov]; Milton, Laura[Milton.Laura@epa.gov]; Thomas, Ollie[thomas.ollie@epa.gov]; Smith, Susan[Smith.Susan@epa.gov]; Datcher, Dawn[Datcher.Dawn@epa.gov]; Breneman, Sara[breneman.sara@epa.gov]; Marlinga, Richard[marlinga.richard@epa.gov]; Price, Patricia[price.patricia@epa.gov]; Fowler, Joshua[Fowler.Joshua@epa.gov]; Hill, Troy[Hill.Troy@epa.gov]
Cc: Mairose, Sue[Mairose.Sue@epa.gov]; Bonner, Jerome[Bonner.Jerome@epa.gov]; Holt, Kendal[holt.kendal@epa.gov]; Thomas, Cheryl[Thomas.Cheryl@epa.gov]
From: Bonner, Jerome
Sent: Wed 7/12/2017 5:25:32 PM
Subject: SSC Request for Information: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

Dear Colleagues,

An employee whose position is in the VERA/VSIP pool will be receiving a separate letter tomorrow. I am asking that you provide the Cincinnati SSC a copy of the letter, or copied on the email transmission, or provided a list of employees who are receiving the separate letter.

Thanks

JB

Jerome W. Bonner

Environmental Protection Agency

Office of Administration and Resources Management - Cincinnati

Director, Human Resources

Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950

Mobile: Ex. 6 - Personal Privacy

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Message

From: Bonner, Jerome [Bonner.Jerome@epa.gov]
Sent: 7/13/2017 5:00:12 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]; Thomas, Ollie [thomas.ollie@epa.gov]; Smith, Susan [Smith.Susan@epa.gov]; Datcher, Dawn [Datcher.Dawn@epa.gov]; Breneman, Sara [breneman.sara@epa.gov]; Marlinga, Richard [marlinga.richard@epa.gov]; Price, Patricia [price.patricia@epa.gov]; Fowler, Joshua [Fowler.Joshua@epa.gov]; Hill, Troy [Hill.Troy@epa.gov]
CC: Mairose, Sue [Mairose.Sue@epa.gov]; Holt, Kendal [holt.kendal@epa.gov]; Thomas, Cheryl [Thomas.Cheryl@epa.gov]
Subject: RE: SSC Request for Information: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

Dear Colleagues,

Please don't forget to send me the list of employee who are receiving letters today. If you have already done so, thanks!!!!

Thanks
JB

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513-569-7950
Mobile: Ex. 6 - Personal Privacy

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From: Bonner, Jerome
Sent: Wednesday, July 12, 2017 1:26 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Thomas, Ollie <thomas.ollie@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Datcher, Dawn <Datcher.Dawn@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Holt, Kendal <holt.kendal@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>
Subject: SSC Request for Information: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

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An employee whose position is in the VERA/VSIP pool will be receiving a separate letter tomorrow. I am asking that you provide the Cincinnati SSC a copy of the letter, or copied on the email transmission, or provided a list of employees who are receiving the separate letter.

Thanks

JJB

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: Ex. 6 - Personal Privacy

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To: Jefferson, Gayle[Jefferson.Gayle@epa.gov]; Jablonski, Janice[jablonski.janice@epa.gov]
Cc: Blankenship, Steven[Blankenship.Steven@epa.gov]; Noga, Vaughn[Noga.Vaughn@EPA.GOV]; Sterling, Sherry[Sterling.Sherry@epa.gov]; Glazier, Kelly[Glazier.Kelly@epa.gov]; Gibson, Dave[Gibson.Dave@epa.gov]; Ack, David[Ack.David@epa.gov]; Morina, Lenée[Morina.Lenee@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]
From: Petrole, Maryann
Sent: Mon 8/7/2017 2:11:04 PM
Subject: RE: One Stop HQ Employee Separation Event for V/V

Excellent.

From: Jefferson, Gayle
Sent: Monday, August 07, 2017 10:10 AM
To: Jablonski, Janice <jablonski.janice@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Blankenship, Steven <Blankenship.Steven@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Gibson, Dave <Gibson.Dave@epa.gov>; Ack, David <Ack.David@epa.gov>; Morina, Lenée <Morina.Lenee@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: RE: One Stop HQ Employee Separation Event for V/V

Maryann:

David has reached out to FMSSD & we are prepared to staff this upcoming event to cover parking, transit subsidy, H&S, badging, keys, and fitness center membership cancellations.

Gayle

Gayle L. Jefferson

Director

Facilities Management and Services Division (FMSSD)

OA/OARM/USEPA

Main Number: (202)564-2030

Direct Number: (202)564-1630

Cell Number: **Ex. 6 - Personal Privacy**

From: Jablonski, Janice

Sent: Friday, August 04, 2017 4:58 PM

To: Petrole, Maryann <Petrole.Maryann@epa.gov>

Cc: Blankenship, Steven <Blankenship.Steven@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Gibson, Dave <Gibson.Dave@epa.gov>; Ack, David <Ack.David@epa.gov>

Subject: Re: One Stop HQ Employee Separation Event for V/V

David Ack is coordinating.

Sent from my iPhone

On Aug 4, 2017, at 3:59 PM, Petrole, Maryann <Petrole.Maryann@epa.gov> wrote:

Hi Jan,

Are you all coordinating this? It hasn't come up at any of our staff meetings and the last departure date is Sep 1st, not sure that our folks will be departing that soon. Has OHR revised/leaned the checkout list? Would like some more info on this in the next week. Is this HQ-wide or just OARM? Thank you!

Maryann

From: Ack, David

Sent: Thursday, July 27, 2017 9:57 AM

To: Glazier, Kelly <Glazier.Kelly@epa.gov>; Jefferson, Gayle

<Jefferson.Gayle@epa.gov>; Cox, Andrew <Cox.Andrew@epa.gov>; Kelty, Diane

<Kelty.Diane@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>;

Mobashar, Mutahara <mobashar.mutahara@epa.gov>; Hardy, Michael

<Hardy.Michael@epa.gov>

Cc: OARM Directors <OARM_Directors@epa.gov>

Subject: One Stop HQ Employee Separation Event for V/V

Importance: High

All,

OARM has scheduled an all-day one stop employee separation event for Wednesday, August 23, 2017 in the WJCS Room 2138. Tentative time is 8:00-5:30pm. We will need representatives from the Badging Office, Security (NSI Debrief and Credentials), Facilities, Transit Subsidy/Parking Subsidy/Parking Passes, SHEM, OITA (for passports) and the library. Please ensure that individuals from your organization have the appropriate authority are available to participate in this event.

Staff should bring a printed form 3110-1 which they will need to email to hrpayhelp@epa.gov to check the status of their leave balances, purchase cards and any other debts. They should email the form to cinwd_travel@epa.gov to terminate their travel card and ensure balances are zero.

We are expecting a representative from OITA for anyone that has passports, but be advised, staff with passports may have to report directly to OITA due to the sensitive nature and control procedures for passports. Please identify staff that will be able to be on hand to cover the entire day. I will be setting up a short meeting to go over the details with them. Please submit the names of your staff that will be supporting this event to ack.david@epa.gov by COB Friday, August 4th.

Regards,

David B. Ack, MPA

Business Process Improvement Coordinator

Lean Six Sigma Master Black Belt/OARM Lean Advocate

Office of Administration and Resources Management

Office of Resources, Operations and Management I/O

U.S. Environmental Protection Agency WJCN 3353H

1200 Pennsylvania Avenue NW

Washington, DC 20460

202-564-2885 (o)

Ex. 6 - Personal Privacy (c)

"A gentleman never makes himself the center of attention. His goal is to make life easier, not just for himself but for his friends, his acquaintances, and the world at large. Because he is a gentleman, he does not consider this a burden. Instead, it is a challenge he faces eagerly everyday."

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 6/6/2017 12:23:33 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: RE: VERA/VSIP Overview Presentations

Yes, I did yesterday.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Jablonski, Janice
Sent: Tuesday, June 06, 2017 7:14 AM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: Fwd: VERA/VSIP Overview Presentations

Did you respond to this?

Sent from my iPhone

Begin forwarded message:

From: "Hardy, Michael" <Hardy.Michael@epa.gov>
Date: June 5, 2017 at 6:03:56 PM EDT
To: "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>, "Jablonski, Janice" <jablonski.janice@epa.gov>
Subject: Fwd: VERA/VSIP Overview Presentations

Presentations

To: Jablonski, Janice[jablonski.janice@epa.gov]; Petrole, Maryann[Petrole.Maryann@epa.gov]
Cc: Blankenship, Steven[Blankenship.Steven@epa.gov]; Noga, Vaughn[Noga.Vaughn@EPA.GOV]; Sterling, Sherry[Sterling.Sherry@epa.gov]; Glazier, Kelly[Glazier.Kelly@epa.gov]; Gibson, Dave[Gibson.Dave@epa.gov]; Ack, David[Ack.David@epa.gov]; Morina, Lenée[Morina.Lenée@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]
From: Jefferson, Gayle
Sent: Mon 8/7/2017 2:09:52 PM
Subject: RE: One Stop HQ Employee Separation Event for V/V

Maryann:

David has reached out to FMDS & we are prepared to staff this upcoming event to cover parking, transit subsidy, H&S, badging, keys, and fitness center membership cancellations.

Gayle

Gayle L. Jefferson

Director

Facilities Management and Services Division (FMDS)

OA/OARM/USEPA

Main Number: (202)564-2030

Direct Number: (202)564-1630

Cell Number: **Ex. 6 - Personal Privacy**

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Cc: Blankenship, Steven <Blankenship.Steven@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Gibson, Dave <Gibson.Dave@epa.gov>; Ack, David <Ack.David@epa.gov>
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Sent from my iPhone

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Mobashar, Mutahara <mobashar.mutahara@epa.gov>; Hardy, Michael
<Hardy.Michael@epa.gov>

Cc: OARM Directors <OARM_Directors@epa.gov>

Subject: One Stop HQ Employee Separation Event for V/V

Importance: High

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OARM has scheduled an all-day one stop employee separation event for Wednesday, August 23, 2017 in the WJCS Room 2138. Tentative time is 8:00-5:30pm. We will need representatives from the Badging Office, Security (NSI Debrief and Credentials), Facilities, Transit Subsidy/Parking Subsidy/Parking Passes, SHEM, OITA (for passports) and the library. Please ensure that individuals from your organization have the appropriate authority are available to participate in this event.

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Regards,

David B. Ack, MPA

Business Process Improvement Coordinator

Lean Six Sigma Master Black Belt/OARM Lean Advocate

Office of Administration and Resources Management

Office of Resources, Operations and Management I/O

U.S. Environmental Protection Agency WJCN 3353H

1200 Pennsylvania Avenue NW

Washington, DC 20460

202-564-2885 (o)

Ex. 6 - Personal Privacy (c)

"A gentleman never makes himself the center of attention. His goal is to make life easier, not just for himself but for his friends, his acquaintances, and the world at large. Because he is a gentleman, he does not consider this a burden. Instead, it is a challenge he faces eagerly everyday."

To: Jablonski, Janice[jablonski.janice@epa.gov]
From: Petrole, Maryann
Sent: Thur 7/13/2017 12:58:49 PM
Subject: RE: V/V attachment A

Yes –

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Jablonski, Janice
Sent: Thursday, July 13, 2017 8:56 AM
To: Petrole, Maryann <Petrole.Maryann@epa.gov>
Subject: RE: V/V attachment A

Ex. 5 - Deliberative Process

From: Petrole, Maryann
Sent: Thursday, July 13, 2017 8:46 AM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: V/V attachment A

Hi

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Let me know if this is an issue. Thanks BTW – thank you for sending the post mail to Raphael.

Maryann

Maryann Petrole, Deputy Director

Office of Administration

EPA/OARM/OA

WJC-North, 5340-X

202-564-4938 (work)

Ex. 6 - Personal Privacy (cell)

To: Jablonski, Janice[jablonski.janice@epa.gov]
From: Petrole, Maryann
Sent: Thur 7/13/2017 12:45:59 PM
Subject: V/V attachment A

Hi

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks BTW – thank you

for sending the post mail to Raphael.

Maryann

Maryann Petrole, Deputy Director

Office of Administration

EPA/OARM/OA

WJC-North, 5340-X

202-564-4938 (work)

Ex. 6 - Personal Privacy (cell)

To: Jablonski, Janice[jablonski.janice@epa.gov]
From: Polk, Denise
Sent: Tue 6/27/2017 6:32:41 PM
Subject: RE: Materials to Support Discussions with Staff on V/V - Confidential - Do Not Forward

Ok, Thanks! I appreciate you getting back to me.

Denise A. Polk, Director

Office of Grants and Debarment (OGD)

U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Mail Stop: 3901R
Washington, DC 20460

(202) 564-5306 (Phone)

Ex. 6 - Personal Privacy (Cell)

Email: Polk.Denise@epa.gov

From: Jablonski, Janice
Sent: Tuesday, June 27, 2017 2:16 PM
To: Polk, Denise <Polk.Denise@epa.gov>
Subject: FW: Materials to Support Discussions with Staff on V/V - Confidential - Do Not Forward

Lauren has confirmed that **Ex. 5 - Deliberative Process** appears correctly on the template that was sent to OPM/OMB. The employee list was prepared just for our use/reference.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Lemley, Lauren

Sent: Tuesday, June 27, 2017 1:55 PM

To: Jablonski, Janice <jablonski.janice@epa.gov>

Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>

Subject: RE: Materials to Support Discussions with Staff on V/V - Confidential - Do Not Forward

Ex. 5 - Deliberative Process

Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

From: Jablonski, Janice

Sent: Thursday, June 22, 2017 9:11 AM

To: Lemley, Lauren <Lemley.Lauren@epa.gov>

Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>

Subject: FW: Materials to Support Discussions with Staff on V/V - Confidential - Do Not Forward

Hi: when you get back next week

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Jablonski, Janice

Sent: Thursday, June 22, 2017 9:10 AM

To: Polk, Denise <Polk.Denise@epa.gov>

Cc: Neal, Kerry <neal.kerry@epa.gov>

Subject: RE: Materials to Support Discussions with Staff on V/V - Confidential - Do Not Forward

Sorry.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Polk, Denise

Sent: Thursday, June 22, 2017 8:36 AM

To: Jablonski, Janice <jablonski.janice@epa.gov>

Cc: Neal, Kerry <neal.kerry@epa.gov>

Subject: RE: Materials to Support Discussions with Staff on V/V - Confidential - Do Not Forward

Greetings, Jan,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks.

Denise A. Polk, Director

Office of Grants and Debarment (OGD)

U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Mail Stop: 3901R
Washington, DC 20460

(202) 564-5306 (Phone)

Ex. 6 - Personal Privacy (Cell)

Email: Polk.Denise@epa.gov

From: Jablonski, Janice

Sent: Wednesday, June 21, 2017 9:49 AM

To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Carter, Rick <Carter.Rick@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>

Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Franklin, Bruce <Franklin.Bruce@epa.gov>; Lynch, Mary-Kay <Lynch.Mary-Kay@epa.gov>

Subject: Materials to Support Discussions with Staff on V/V - Confidential - Do Not Forward

All: Attached are three documents that may assist you in any conversations you have with staff after today's OARM Town Hall Meeting. They are: The final business case for OARM's V/V proposal, the final template for OARM's V/V proposal, and the draft list of employees in the pool for the proposed V/V offering.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let me know if you have any questions or need assistance on this. My regular phone line is always transferred to my EPA iPhone (numbers below), so, you should be able to reach me at any time.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

To: Jablonski, Janice[jablonski.janice@epa.gov]
From: Polk, Denise
Sent: Thur 4/20/2017 7:29:48 PM
Subject: Re: Background information for OD's meeting

Thanks!

Denise A. Polk, Director

Office of Grants and Debarment (OGD)

U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Mail Stop: 3901R
Washington, DC 20460

(202) 564-5306 (Phone)

Ex. 6 - Personal Privacy (Cell)

Email: Polk.Denise@epa.gov

On Apr 20, 2017, at 3:27 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

I have to ask OHR to run the report. Will get it to you as quickly as I can, but possibly not until Monday. Depends on OHR.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Polk, Denise
Sent: Thursday, April 20, 2017 3:09 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>
Subject: Re: Background information for OD's meeting

Thanks, Jan!! I appreciate it!

Denise A. Polk, Director

Office of Grants and Debarment (OGD)

U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Mail Stop: 3901R
Washington, DC 20460

(202) 564-5306 (Phone)

Ex. 6 - Personal Privacy (Cell)

Email: Polk.Denise@epa.gov

On Apr 20, 2017, at 2:37 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

I am working on this...

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Polk, Denise
Sent: Thursday, April 20, 2017 1:31 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>
Cc: Neal, Kerry <neal.kerry@epa.gov>
Subject: Re: Background information for OD's meeting

Greetings, Lynnann and Jan,

Is it possible for us to get a list of all 1101 and 1109 grants staff nationwide? This would be very helpful as we think about possible scenarios. Thanks in advance for any assistance you can provide.

Denise A. Polk, Director

Office of Grants and Debarment (OGD)

U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Mail Stop: 3901R
Washington, DC 20460

(202) 564-5306 (Phone)

Ex. 6 - Personal Privacy (Cell)

Email: Polk.Denise@epa.gov

On Apr 20, 2017, at 1:19 PM, Hitchens, Lynnann <hitchens.lynnann@epa.gov> wrote:

Folks – Since I am going to be out of the office the rest of the week, Jan is going to send the background information that we discussed at today's OD's meeting.

- 1) List of HR initiators across OARM. We are assuming that this is the cadre of folks that have some HR transactional work (excluding Cincinnati and RTP).
- 2) List of FCOs across OARM.
- 3) List of IM/IT personnel from the recent analysis done for the OARM Governance activities.
- 4) The 2014 VERA/VSIP package.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

To: Jablonski, Janice[jablonski.janice@epa.gov]
From: Patrick, Kimberly
Sent: Fri 8/4/2017 8:26:32 PM
Subject: Re: For Review - OAM Eligibility Listing - Need response by COB Monday, August 7

Thank you! And the other email wasn't empty...I figured it out! ☐

Kimberly Y. Patrick, Director
EPA Office of Acquisition Management
Office: 202-564-4310
Mobile: **Ex. 6 - Personal Privacy**

On Aug 4, 2017, at 3:34 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

Yes they did.

From: Patrick, Kimberly
Sent: Friday, August 4, 2017 3:34 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Cc: Legare, Pamela <Legare.Pamela@epa.gov>
Subject: Re: For Review - OAM Eligibility Listing - Need response by COB Monday, August 7

Jan,

Did all of these people actually apply?

Kimberly Y. Patrick, Director

EPA Office of Acquisition Management

Office: 202-564-4310

Mobile: **Ex. 6 - Personal Privacy**

On Aug 4, 2017, at 3:29 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

Attached is your list of V/V eligible applicants. Please review

and let me know, no later than Monday, August 7, whether there are any names that you believe should or should not be there. This file contains PII and is therefore password protected. I will send the password in a separate email.

<OAM Eligibility Listing.8.4.17.xlsx>

Message

From: Mairose, Sue [Mairose.Sue@epa.gov]
Sent: 8/4/2017 8:17:08 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: RE: RE: OARM VERA/VSIP Eligibility List

Thanks Jan. You too!

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-132
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

From: Jablonski, Janice
Sent: Friday, August 04, 2017 3:38 PM
To: Mairose, Sue <Mairose.Sue@epa.gov>
Subject: RE: RE: OARM VERA/VSIP Eligibility List

Thanks Sue. Have a good weekend.

From: Mairose, Sue
Sent: Friday, August 4, 2017 3:00 PM
To: Showman, John <Showman.John@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Hitchens, Lynnnann <hitchens.lynnann@epa.gov>
Cc: Bonner, Jerome <Bonner.Jerome@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>
Subject: RE: OARM VERA/VSIP Eligibility List

Good afternoon,

Attached is the VERA/VSIP eligibility list for your Program Office. It is based on the targeted position information provided to our office. Per the VERA/VSIP schedule, please have confirmation of your eligibility list returned to me no later than August 8, 2017.

If you have not already done so, please provide me with confirmation that these employees have not received a final removal decision based upon misconduct, or unacceptable performance.

On Wednesday, August 9, 2017, our office will issue offer notices along with related retirement paperwork (as applicable) to eligible employees on the list. We will also notify any employee that was deemed ineligible or is on a "wait list". In our offer letter to selected VERA VSIP applicants, we will instruct them to notify their immediate supervisor as soon as possible if they intend to accept the offer and retire or resign as well as accept the VSIP.

Upon notification to the employees supervisor, we ask that the supervisor or designee submit via FPPS two SF-52's; (1) one for the retirement or resignation and (2) for the incentive payment (VSIP). **As regards the VSIP, it is important that the accounting string for the VSIP be included in the action submitted in FPPS.** We request your assistance in conveying this information to supervisors in your organization.

Our office will also be conducting Adobe Connect sessions to assist employees with the completion of their paperwork as well as separate Adobe Connect sessions to cover all of the necessary retirement counseling information that the employee will need to know (ie: receipt of final pay check and incentive payment; final time keeping codes needed; check out procedures; contact information post retirement; TSP information, etc). Notification of these sessions will be sent via a separate email to employees after they receive their VERA/VSIP offer.

If you have any questions concerning the attached eligibility list or the information above, please feel free to contact me.

Thank you,

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-132
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

Message

From: Petrole, Maryann [Petrole.Maryann@epa.gov]
Sent: 8/4/2017 7:59:30 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
CC: Blankenship, Steven [Blankenship.Steven@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Jefferson, Gayle [Jefferson.Gayle@epa.gov]; Sterling, Sherry [Sterling.Sherry@epa.gov]; Glazier, Kelly [Glazier.Kelly@epa.gov]; Gibson, Dave [Gibson.Dave@epa.gov]
Subject: FW: One Stop HQ Employee Separation Event for V/V

Hi Jan,

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Maryann

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To: Glazier, Kelly <Glazier.Kelly@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Cox, Andrew <Cox.Andrew@epa.gov>; Kelty, Diane <Kelty.Diane@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Mobashar, Mutahara <mobashar.mutahara@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>
Cc: OARM Directors <OARM_Directors@epa.gov>
Subject: One Stop HQ Employee Separation Event for V/V
Importance: High

All,

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Regards,

David B. Ack, MPA

Business Process Improvement Coordinator
Lean Six Sigma Master Black Belt/OARM Lean Advocate
Office of Administration and Resources Management
Office of Resources, Operations and Management I/O
U.S. Environmental Protection Agency WJCN 3353H
1200 Pennsylvania Avenue NW
Washington, DC 20460
202-564-2885 (o)

Ex. 6 - Personal Privacy

(c)

"A gentleman never makes himself the center of attention. His goal is to make life easier, not just for himself but for his friends, his acquaintances, and the world at large. Because he is a gentleman, he does not consider this a burden. Instead, it is a challenge he faces eagerly everyday."

To: Jablonski, Janice[jablonski.janice@epa.gov]
Cc: Neal, Kerry[neal.kerry@epa.gov]
From: Polk, Denise
Sent: Fri 8/4/2017 7:51:48 PM
Subject: Re: For Review - OGD Eligibility Listing - Need response by COB Monday, August 7

This is accurate. Thanks!

Denise A. Polk, Director

Office of Grants and Debarment (OGD)

U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Mail Stop: 3901R
Washington, DC 20460

(202) 564-5306 (Phone)

Ex. 6 - Personal Privacy (Cell)

Email: Polk.Denise@epa.gov

On Aug 4, 2017, at 3:36 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

Attached is your list of V/V eligible applicants. Please review and let me know, no later than Monday, August 7, whether there are any names that you believe should or should not be there. **This file contains PII and is therefore password protected. I will send the password in a separate email.**

<OGD Eligibility Listing.8.4.17.xlsx>

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 6/16/2017 5:06:10 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: URGENT - OHR Needs an OARM Org Chart for the V/V Package

This was done. Thanks!

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

-----Original Message-----

From: Jablonski, Janice
Sent: Friday, June 16, 2017 11:42 AM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: URGENT - OHR Needs an OARM Org Chart for the V/V Package

Lauren: can you download the file and send it to Marvin quickly? Thanks.

Sent from my iPhone

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 6/16/2017 3:42:50 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: RE: URGENT - OHR Needs an OARM Org Chart for the V/V Package

THANKS Jan!

Also - When you're back in the office on Monday, please give Debbi hart a call

Thanks again for your help!

marvin

-----Original Message-----

From: Jablonski, Janice
Sent: Friday, June 16, 2017 11:42 AM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: URGENT - OHR Needs an OARM Org Chart for the V/V Package

Lauren: can you download the file and send it to Marvin quickly? Thanks.

Sent from my iPhone

To: Jablonski, Janice[jablonski.janice@epa.gov]
From: Petrole, Maryann
Sent: Fri 8/4/2017 1:59:20 PM
Subject: V/V

Did we get the list of those applicants that will receive a memo on the 9th?
Thank you
Maryann

Maryann Petrole, Deputy Director
OA/OARM
202-564-4938 office

Ex. 6 - Personal Privacy Cell

To: OHR PMOs[OHR_PMOs@epa.gov]; RHRO[RHRO@epa.gov]
Cc: Helm, Arron[Helm.Arron@epa.gov]; Carter, Rick[Carter.Rick@epa.gov]; Bonner, Jerome[Bonner.Jerome@epa.gov]; Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Atkinson, Ryan[Atkinson.Ryan@epa.gov]
From: Collins, BJ
Sent: Thur 7/20/2017 2:43:59 PM
Subject: FW: Revised V/V Schedule - eOPF Access Issue
SSC Schedule V-V 7-19-17.docx

The email below went out to the DAA's and DRA's earlier this morning regarding a delay in the VERA/VSIP schedule. The SSC Directors and OHR will be discussing this in greater detail today at the 1:30 PM EST HR Community Call. Thank you for your patience as we work through this issue.

BJ Collins, Deputy Director

Office of Administration and Resources Management-RTP

Office Phone – 919-541-5515

Cell Phone – **Ex. 6 - Personal Privacy**

From: Showman, John
Sent: Thursday, July 20, 2017 8:06 AM
To: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; ARA <ARA@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>
Subject: Revised V/V Schedule - eOPF Access Issue

OPM is currently undergoing a data center migration which is affecting access to the Enterprise Human Resources Integration (EHRI) Data Warehouse and the electronic Official Personnel Folder (eOPF) systems. While the eOPF is offline, the HRSSC staff are unable to verify employee eligibility for VERA/VSIP and therefore we have modified our schedule. The revised schedule will not impact the last date for employees to separate which is September 2, 2017

The revised V/V schedule is as follows:

SSCs send eligibility lists to RHRO/PMOs	8/4/2017 (<i>was 7/28/2017</i>)
Responses due back to SSC from RHRO/PMOs	8/8/2017 (<i>was 7/31/2017</i>)
Employee Selected/Non-selected Letters Sent	8/9/17 (<i>was 8/2/2017</i>)
RHRO/PMOs ensure VSIP/Retirement FPPS actions are initiated/authorized with correct accounting; separation and records management responsibilities completed	8/10/17-9/2/17 (<i>was 8/2 – 9/2/17</i>)

During this period, all eOPF users (including HR specialists) have been changed to a “Basic User” role and only have access to their own personal files. OPM anticipates access will be back online by July 31, 2017. Employees will still be able to access their eOPF, print documents, and change their passwords.

The HRSSCs will provide a copy of the updated schedule to the PMOs/RHROs and the revised V/V schedule and eOPF access issue will be discussed in detail today during the HR Community Call.

John L Showman III, Acting Principal Deputy Assistant Administrator

Office of Administration and Resources Management

US Environmental Protection Agency

202-564-5341

To: Jablonski, Janice[jablonski.janice@epa.gov]; Petrole, Maryann[Petrole.Maryann@epa.gov]
Cc: Patel, Aster[Patel.Aster@epa.gov]
From: Coomber, Robert
Sent: Wed 6/21/2017 7:01:59 PM
Subject: RE: OA All Hands, Tuesday, June 27, 2017 930-1000 B-200 WJC-W

Yup! Maryann already sent it.

Robert D. Coomber

Senior Labor Attorney

Labor and Employee Relations Division

Desk Phone: (202) 564-0955

Cell Phone: Ex. 6 - Personal Privacy

coomber.robert@epa.gov

From: Jablonski, Janice
Sent: Wednesday, June 21, 2017 2:57 PM
To: Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>
Subject: Fwd: OA All Hands, Tuesday, June 27, 2017 930-1000 B-200 WJC-W

Hi: can you send the calendar invite to Bob Coomber? Thanks.

Sent from my iPhone

Begin forwarded message:

From: "Coomber, Robert" <coomber.robert@epa.gov>
Date: June 21, 2017 at 2:03:51 PM EDT
To: "Jablonski, Janice" <jablonski.janice@epa.gov>
Cc: "Patel, Aster" <Patel.Aster@epa.gov>
Subject: RE: OA All Hands, Tuesday, June 27, 2017 930-1000 B-200 WJC-W

Thanks. Is there a calendar invite?

Robert D. Coomber

Senior Labor Attorney

Labor and Employee Relations Division

Desk Phone: (202) 564-0955

Cell Phone: **Ex. 6 - Personal Privacy**

coomber.robert@epa.gov

From: Jablonski, Janice

Sent: Wednesday, June 21, 2017 1:59 PM

To: Coomber, Robert <coomber.robert@epa.gov>

Subject: Fwd: OA All Hands, Tuesday, June 27, 2017 930-1000 B-200 WJC-W

OA had scheduled an all-hands on V/V. Please invite the Union. Thanks.

Sent from my iPhone

Begin forwarded message:

From: "Petrole, Maryann" <Petrole.Maryann@epa.gov>

Date: June 21, 2017 at 1:44:39 PM EDT

To: "Jablonski, Janice" <jablonski.janice@epa.gov>

Subject: OA All Hands, Tuesday, June 27, 2017 930-1000 B-200 WJC-W

Thank you for letting LER know. All of our V/Vs are **Ex. 6 - Personal Privacy** The FMSD area.

Maryann Petrole, Deputy Director

Office of Administration

EPA/OARM/OA

WJC-North, 5340-X

202-564-4938 (work)

Ex. 6 - Personal Privacy (cell)

To: Monroe, Scott[Monroe.Scott@epa.gov]; Torrez, Alfredo[Torrez.Alfredo@epa.gov]; Braxton, Marilyn[Braxton.Marilyn@epa.gov]; Cunningham, Dennis[Cunningham.Dennis@epa.gov]; Graf, Kate[Graf.Kate@epa.gov]; Jablonski, Janice[jablonski.janice@epa.gov]; Lesperance, Twanna[Lesperance.Twanna@epa.gov]; Martinez, Gwendolyn[Martinez.Gwendolyn@epa.gov]; Soward, Ruth-Alene[Soward.Ruth-Alene@epa.gov]; Vaughan, Pat[Vaughan.Pat@epa.gov]
From: Smith, Susan
Sent: Mon 7/10/2017 2:05:24 PM
Subject: RE: PMO monthly brown bag

Thanks!!

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy (cell)

202-566-6324 (fax)

[Follow OLEM](#) on Twitter @EPALand

From: Monroe, Scott
Sent: Monday, July 10, 2017 9:30 AM
To: Smith, Susan <Smith.Susan@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>

Subject: RE: PMO monthly brown bag

I'm available and the room is, too. I'll go ahead and move it to today.

Scott

From: Smith, Susan

Sent: Monday, July 10, 2017 8:54 AM

To: Monroe, Scott <Monroe.Scott@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>

Subject: RE: PMO monthly brown bag

Do you all want to get together today instead of Wednesday?? Just wondering about some of the V/V mechanics since this is my first time going through this.

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy (cell)

202-566-6324 (fax)

[Follow OLEM](#) on Twitter @EPALand

-----Original Appointment-----

From: Monroe, Scott

Sent: Tuesday, March 21, 2017 3:02 PM

To: Monroe, Scott; Torrez, Alfredo; Braxton, Marilyn; Cunningham, Dennis; Graf, Kate; Jablonski, Janice; Lesperance, Twanna; Martinez, Gwendolyn; Smith, Susan; Soward, Ruth-Alene; Vaughan, Pat

Subject: PMO monthly brown bag

When: Wednesday, July 12, 2017 12:00 PM-1:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: DCRoomARN1332Poly/DC-ARN-OAR

This is an open agenda for HQ Program Management Officials. Feel free to suggest topics before or during the meeting.

To: Smith, Susan[Smith.Susan@epa.gov]; Torrez, Alfredo[Torrez.Alfredo@epa.gov]; Braxton, Marilyn[Braxton.Marilyn@epa.gov]; Cunningham, Dennis[Cunningham.Dennis@epa.gov]; Graf, Kate[Graf.Kate@epa.gov]; Jablonski, Janice[jablonski.janice@epa.gov]; Lesperance, Twanna[Lesperance.Twanna@epa.gov]; Martinez, Gwendolyn[Martinez.Gwendolyn@epa.gov]; Soward, Ruth-Alene[Soward.Ruth-Alene@epa.gov]; Vaughan, Pat[Vaughan.Pat@epa.gov]
From: Monroe, Scott
Sent: Mon 7/10/2017 1:30:21 PM
Subject: RE: PMO monthly brown bag

I'm available and the room is, too. I'll go ahead and move it to today.

Scott

From: Smith, Susan
Sent: Monday, July 10, 2017 8:54 AM
To: Monroe, Scott <Monroe.Scott@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: RE: PMO monthly brown bag

Do you all want to get together today instead of Wednesday?? Just wondering about some of the V/V mechanics since this is my first time going through this.

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy (cell)

202-566-6324 (fax)

Follow OLEM on Twitter @EPALand

-----Original Appointment-----

From: Monroe, Scott

Sent: Tuesday, March 21, 2017 3:02 PM

To: Monroe, Scott; Torrez, Alfredo; Braxton, Marilyn; Cunningham, Dennis; Graf, Kate; Jablonski, Janice; Lesperance, Twanna; Martinez, Gwendolyn; Smith, Susan; Soward, Ruth-Alene; Vaughan, Pat

Subject: PMO monthly brown bag

When: Wednesday, July 12, 2017 12:00 PM-1:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: DCRoomARN1332Poly/DC-ARN-OAR

This is an open agenda for HQ Program Management Officials. Feel free to suggest topics before or during the meeting.

Message

From: Petrole, Maryann [Petrole.Maryann@epa.gov]
Sent: 6/14/2017 8:59:02 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: RE: Joint SSC SharePoint Site

Jan,
This site has hiring guidance. Is this also the site where the V/V plan will be loaded. There is no mention of Talent Hub as a resource for details and lateral reassignments.
I know that the SSC does the official action but believe that Talent Hub should be referenced

From: Jablonski, Janice
Sent: Friday, June 09, 2017 10:57 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Lynch, Mary-Kay <Lynch.Mary-Kay@epa.gov>; Franklin, Bruce <Franklin.Bruce@epa.gov>; Gantt, Adrienne <Gantt.Adrienne@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: FW: Joint SSC SharePoint Site

All: I have requested that all of you have access to this new SharePoint Site. It provides the current consolidated Agency guidance on hiring and other personnel actions. It is for reference purposes only. You should be added by Monday. Let me know if you have any questions.

Jan Jablonski, Director
Administrative Operations and Stewardship Division
Office of Resources, Operations and Management
Office of Administration and Resources Management
3102A
Room 3353A WJCN
(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Bonner, Jerome
Sent: Thursday, June 08, 2017 3:53 PM
To: Milton, Laura <Milton.Laura@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Datcher, Dawn <Datcher.Dawn@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Price, Patricia <price.patricia@epa.gov>
Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Kaplan, Robert <kaplan.robert@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>
Subject: Joint SSC SharePoint Site

Dear Colleagues,

The HR SSCs have created a SharePoint site with consolidated Agency guidance on hiring and other personnel actions. The site provides the most up to date information regarding personnel actions

that require approval and the requisite approval level. The information on this page has been vetted through OARM management to ensure that it is consistent with current agency requirements.

The use of SharePoint enables the SSCs to update the materials expeditiously as new information is acquired or revisions made to original guidance. As examples, we have added guidance pertaining to hiring restrictions and restrictions to reassignments involving VERA/VSIP positions.

Emails will be sent through SharePoint when information and/guidance is revised. Please reference this site as you consider decisions on personnel actions.

Please let me know if there are additional staff members who should have access to the site.

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

[Open Hyperlink](#)

Thanks
JB

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: [Ex. 6 - Personal Privacy](#)

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

To: Smith, Susan[Smith.Susan@epa.gov]; Monroe, Scott[Monroe.Scott@epa.gov]; Torrez, Alfredo[Torrez.Alfredo@epa.gov]; Braxton, Marilyn[Braxton.Marilyn@epa.gov]; Cunningham, Dennis[Cunningham.Dennis@epa.gov]; Graf, Kate[Graf.Kate@epa.gov]; Jablonski, Janice[jablonski.janice@epa.gov]; Lesperance, Twanna[Lesperance.Twanna@epa.gov]; Martinez, Gwendolyn[Martinez.Gwendolyn@epa.gov]; Soward, Ruth-Alene[Soward.Ruth-Alene@epa.gov]
From: Vaughan, Pat
Sent: Mon 7/10/2017 1:26:54 PM
Subject: RE: PMO monthly brown bag

I'm available.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

From: Smith, Susan
Sent: Monday, July 10, 2017 8:54 AM
To: Monroe, Scott <Monroe.Scott@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: RE: PMO monthly brown bag

Do you all want to get together today instead of Wednesday?? Just wondering about some of the V/V mechanics since this is my first time going through this.

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy (cell)

202-566-6324 (fax)

Follow OLEM on Twitter @EPALand

-----Original Appointment-----

From: Monroe, Scott

Sent: Tuesday, March 21, 2017 3:02 PM

To: Monroe, Scott; Torrez, Alfredo; Braxton, Marilyn; Cunningham, Dennis; Graf, Kate; Jablonski, Janice; Lesperance, Twanna; Martinez, Gwendolyn; Smith, Susan; Soward, Ruth-Alene; Vaughan, Pat

Subject: PMO monthly brown bag

When: Wednesday, July 12, 2017 12:00 PM-1:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: DCRoomARN1332Poly/DC-ARN-OAR

This is an open agenda for HQ Program Management Officials. Feel free to suggest topics before or during the meeting.

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 3/21/2017 8:46:00 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: OARM Audit Tracking Sheets - Lauren's Revisions
Attachments: OARM Performance Audits in MATS as of 3-21-17.xlsx; OARM Open GAO Audits.xlsx; Newly Initiated OIG Reviews as of 3-8-17.xlsx

Hi,

I have made changes to the two audit tracking forms in SharePoint and added a third one to track our GAO commitments. I'd like to send a memo out to my audit contacts this week, showing them my changes and outlining how I think the process should go moving forward, etc. If you have a second will you check out the attached and confirm that they make sense? In my head they do, but I'd like another set of eyes on them. Thanks!

Performance Audits in MATS – red needs updating; blue is complete

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 7/7/2017 5:26:50 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: Charts
Attachments: V-V Letter Charts.xlsx

Hi,
Charts are in the attached Excel Spreadsheet. They will easily copy and paste into Word or the body of an email. Thanks.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Petrole, Maryann [Petrole.Maryann@epa.gov]
Sent: 6/21/2017 3:21:01 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: RE: Materials to Support Discussions with Staff on V/V - Confidential - Do Not Forward

Jan,
I need to confirm the pool

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Jablonski, Janice
Sent: Wednesday, June 21, 2017 9:49 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Carter, Rick <Carter.Rick@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>
Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Franklin, Bruce <Franklin.Bruce@epa.gov>; Lynch, Mary-Kay <Lynch.Mary-Kay@epa.gov>
Subject: Materials to Support Discussions with Staff on V/V - Confidential - Do Not Forward

All: Attached are three documents that may assist you in any conversations you have with staff after today's OARM Town Hall Meeting. They are: The final business case for OARM's V/V proposal, the final template for OARM's V/V proposal, and the draft list of employees in the pool for the proposed V/V offering.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let me know if you have any questions or need assistance on this. My regular phone line is always transferred to my EPA iPhone (numbers below), so, you should be able to reach me at any time.

Jan Jablonski, Director
Administrative Operations and Stewardship Division
Office of Resources, Operations and Management
Office of Administration and Resources Management
3102A
Room 3353A WJCN
(202) 564-9922

Ex. 6 - Personal Privacy (cell)

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 5/31/2017 2:32:44 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: Updated Targeted Positions Template
Attachments: OARM Targeted Position Template Updated 5.31.2017 .xlsx

Hi,

I went back and checked and the version that you sent to Debbi did not have the correct totals for “# to Restructure” and “# to Eliminate.” Attached is an updated version with the correct totals and formulas throughout.

Thanks!

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

To: Jablonski, Janice[jablonski.janice@epa.gov]
From: Lemley, Lauren
Sent: Fri 7/7/2017 12:51:52 PM
Subject: RE: URGENT - Action Item for Tomorrow AM

Verified, I only found one person who was missing from the business case (by number) but is accounted for on the Excel template, and should be. Ex. 6 - Personal Privacy he was added at the last minute. I'm going through now and getting email addresses into a word doc.

Tables can be easily pulled from the targeted positions template.

Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

From: Jablonski, Janice
Sent: Thursday, July 06, 2017 4:15 PM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: URGENT - Action Item for Tomorrow AM

Hi: this morning, it was decided that only individuals in the pool will receive the detailed info about V/V opportunities and how to apply. That means our list needs to be as accurate as possible. In the morning, can you verify the list against the business case one final time. Attached is a Roster I ran yesterday. Thanks. Debbie expects the templates to come out tomorrow.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

To: Vaughan, Pat[Vaughan.Pat@epa.gov]; Graf, Kate[Graf.Kate@epa.gov]; Torrez, Alfredo[Torrez.Alfredo@epa.gov]; Soward, Ruth-Alene[Soward.Ruth-Alene@epa.gov]
Cc: Monroe, Scott[Monroe.Scott@epa.gov]; Braxton, Marilyn[Braxton.Marilyn@epa.gov]; Cunningham, Dennis[Cunningham.Dennis@epa.gov]; Jablonski, Janice[jablonski.janice@epa.gov]; Lesperance, Twanna[Lesperance.Twanna@epa.gov]; Martinez, Gwendolyn[Martinez.Gwendolyn@epa.gov]; Smith, Susan[Smith.Susan@epa.gov]; Kutzke, Julie[Kutzke.Julie@epa.gov]
From: Milton, Laura
Sent: Wed 4/19/2017 9:23:31 PM
Subject: RE: Proposals

Ex. 5 - Deliberative Process

P.S. Does anyone know who I could ask a buyout eligibility question of? Our criminal investigators have a mandatory retirement requirement at age 57. Would they be eligible for a buyout???

Sent from my Windows Phone

From: Vaughan, Pat
Sent: 4/19/2017 5:07 PM
To: Graf, Kate; Torrez, Alfredo; Soward, Ruth-Alene
Cc: Milton, Laura; Monroe, Scott; Braxton, Marilyn; Cunningham, Dennis; Jablonski, Janice; Lesperance, Twanna; Martinez, Gwendolyn; Smith, Susan; Kutzke, Julie
Subject: Proposals

I was asked to reach out to other PMOs and see if anyone is willing to share how broad vs narrow their VERA/VSIP proposals will be for this first round (with employees leaving by 9/30). As these will be rolled up into one agency submission to OPM, seems to make sense that there be some consistency? Or not?

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

From: Graf, Kate

Sent: Wednesday, April 05, 2017 8:31 AM

To: Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>

Cc: Milton, Laura <Milton.Laura@epa.gov>; Monroe, Scott <Monroe.Scott@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>

Subject: RE: Monthly PMO Brown Bag

Unfortunately I won't be able to go today with the drug free workplace training but the last I heard was what Alfredo mentioned. Michael and Bisa were looking into mechanisms. That meeting I had with them was last Fall I believe and I haven't heard anything since.

From: Torrez, Alfredo

Sent: Wednesday, April 05, 2017 8:28 AM

To: Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>

Cc: Milton, Laura <Milton.Laura@epa.gov>; Monroe, Scott <Monroe.Scott@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>

Subject: Re: Monthly PMO Brown Bag

I believe Michael Nieves, the new MSI Coordinator, is working with OARM and OGC staff to figure out the allowable mechanisms for providing funds to conferences and intern programs.

Alfredo Torrez, Associate Director and

OW Program Management Official

Management and Operations Staff

Office of Water

U.S. Environmental Protection Agency

Office Phone: (202) 564-6621

Mobile Phone: Ex. 6 - Personal Privacy

On Apr 4, 2017, at 7:35 PM, Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov> wrote:

Anthony Napoli (works for Bisa) met with me and my staff a couple of weeks ago about the SOW we had submitted to OAM months ago for MSI intern support, but our conversation was pretty free-wheeling. I think he was going to connect with his management on a couple of possible parallel tracks for MSI support:

- □□□□□□□□ A more immediate guidance document on how we can support (or not) conferences, training, etc.
- □□□□□□□□ A longer-term effort to get a contract vehicle in place for interns.

Of course, for some of us, this may be moot with the current proposed FY18 budget numbers. Arg!

Ruth

From: Milton, Laura

Sent: Tuesday, April 04, 2017 6:31 PM

To: Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Monroe, Scott <Monroe.Scott@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>; Smith, Susan

<Smith.Susan@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>

Subject: RE: Monthly PMO Brown Bag

Me too! (I mean, I'll be there but that's what I'm hoping we can discuss too.). And, on a totally unrelated and possibly divergent note, I'm curious whether anyone has heard anything more re MSI support opportunities. We're working on our first report update since 2015 apparently.

Sent from my Windows Phone

From: [Torrez, Alfredo](#)

Sent: 4/4/2017 5:24 PM

To: [Monroe, Scott](#); [Braxton, Marilyn](#); [Cunningham, Dennis](#); [Graf, Kate](#); [Jablonski, Janice](#); [Lesperance, Twanna](#); [Martinez, Gwendolyn](#); [Milton, Laura](#); [Smith, Susan](#); [Soward, Ruth-Alene](#); [Vaughan, Pat](#); [Kutzke, Julie](#)

Subject: RE: Monthly PMO Brown Bag

I'm going to miss the first 30 minutes or so. I'd like to know what you all are doing/not doing/planning to do regarding the potential for reduced resources.

Alfredo Torrez, Associate Director and

OW Program Management Official

Management and Operations Staff

Office of Water, Office of the Assistant Administrator

U.S. Environmental Protection Agency

Room 3311C WJC East (4101M)

Phone: (202) 564-6621

Ex. 6 - Personal Privacy

Fax: (202) 564-0500

Email: torrez.alfredo@epa.gov

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-----Original Appointment-----

From: Monroe, Scott

Sent: Tuesday, March 21, 2017 2:59 PM

To: Monroe, Scott; Torrez, Alfredo; Braxton, Marilyn; Cunningham, Dennis; Graf, Kate; Jablonski, Janice; Lesperance, Twanna; Martinez, Gwendolyn; Milton, Laura; Smith, Susan; Soward, Ruth-Alene; Vaughan, Pat; Kutzke, Julie

Subject: Monthly PMO Brown Bag

When: Wednesday, April 05, 2017 12:00 PM-1:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: DCRoomARN5428PolyTB/DC-ARN-OAR

Hi – Note the room change to North 5428. I will send a separate scheduler for future months to lock in the usual room. I will miss the April meeting.

Scott

To: Jablonski, Janice[jablonski.janice@epa.gov]
From: Vaughan, Pat
Sent: Tue 4/18/2017 2:53:05 PM
Subject: RE: Missed conversation with Vaughan, Pat

Jan,

Laura Milton sent me everything that Donna Vizian sent out yesterday. I guess that is what we are supposed to be using. It includes a business case checklist for use in developing our 2 page business cases.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

OARS Website

From: Jablonski, Janice
Sent: Tuesday, April 18, 2017 10:17 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: RE: Missed conversation with Vaughan, Pat

Not sure whether we have received a revised template, but, if there were something to be working on, I feel pretty certain it would be communicated pretty quickly.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Vaughan, Pat [<mailto:vaughan.pat@epa.gov>]

Sent: Tuesday, April 18, 2017 9:35 AM

To: Vaughan, Pat <Vaughan.Pat@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>

Subject: Missed conversation with Vaughan, Pat

Vaughan, Pat 9:32 AM:

Hey there! I was told by Sr. Leadership last week that we would be getting a new template from OPM for VERA/VSIP packages by yesterday....any info on this? They keep asking me if I have it yet.....

Message

From: Vaughan, Pat [vaughan.pat@epa.gov]
Sent: 4/18/2017 1:34:41 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]
Subject: Missed conversation with Vaughan, Pat

Vaughan, Pat 9:32 AM:

Hey there! I was told by Sr. Leadership last week that we would be getting a new template from OPM for VERA/VSIP packages by yesterday....any info on this? They keep asking me if I have it yet.....

6/29/17

This is a follow up to today's conference call on the VERA/VSIP budget calculations.

Please update your templates as was discussed in the call today and email to Carol Terris and Janet Remmers ASAP, but no later than Monday, July 3rd.

Below are the table templates from OHR for the VERA/VSIP:

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP x \$25,000	\$ Amount
Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x 240 x # of Targeted Positions}	\$ Amount
Total Maximum Direct Costs	\$ Sum

Ex. 5 - Deliberative Process

Additional instructions from today's teleconference:

1. Please use the Word OHR templates above- do not add or delete rows or columns.
2. Please use whole numbers and do not include decimals (no cents) (eg \$1,234,567, not \$1,234,567.00). Do not display numbers in thousands or millions.
3. The costs and savings in Tables A and B should be calculated for the targeted number of FTE, and not the expected number of acceptances.
4. Table B, Rows B and C should be \$0 for FY 2018 and FY 2019
5. Table B, Row D: We checked with OMB on this row, and their guidance was to "keep it simple"

Ex. 5 - Deliberative Process

Message

From: Jablonski, Janice [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=54F7E998B02C426B9D7579ADDEED0B7D-JJABLONS]
Sent: 4/18/2017 2:55:19 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: RE: Missed conversation with Vaughan, Pat

I guess so. I haven't seen it (only heard about it). Donna not sharing much in writing. She met with all OARM managers this morning to go over it.

Jan Jablonski, Director
Administrative Operations and Stewardship Division
Office of Resources, Operations and Management
Office of Administration and Resources Management
3102A
Room 3353A WJCN
(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Vaughan, Pat
Sent: Tuesday, April 18, 2017 10:53 AM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: RE: Missed conversation with Vaughan, Pat

Jan,

Laura Milton sent me everything that Donna Vizian sent out yesterday. I guess that is what we are supposed to be using. It includes a business case checklist for use in developing our 2 page business cases.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912
919-406-4424 (cell)
[OARS Website](#)

From: Jablonski, Janice
Sent: Tuesday, April 18, 2017 10:17 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: RE: Missed conversation with Vaughan, Pat

Not sure whether we have received a revised template, but, if there were something to be working on, I feel pretty certain it would be communicated pretty quickly.

Jan Jablonski, Director
Administrative Operations and Stewardship Division
Office of Resources, Operations and Management
Office of Administration and Resources Management
3102A
Room 3353A WJCN
(202) 564-9922

Ex. 6 - Personal Privacy cell)

From: Vaughan, Pat [<mailto:vaughan.pat@epa.gov>]

Sent: Tuesday, April 18, 2017 9:35 AM

To: Vaughan, Pat <Vaughan.Pat@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>

Subject: Missed conversation with Vaughan, Pat


Vaughan, Pat 9:32 AM:

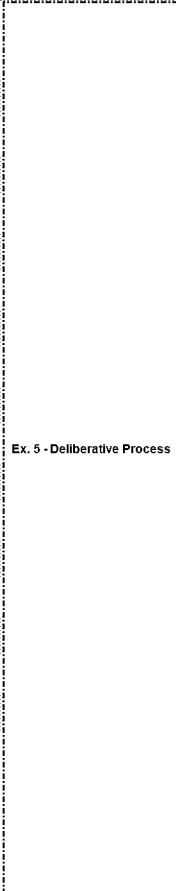
Hey there! I was told by Sr. Leadership last week that we would be getting a new template from OPM for VERA/VSIP packages by yesterday....any info on this? They keep asking me if I have it yet.....

Message

From: Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]
Sent: 7/13/2017 8:22:03 PM
To: Bloom, David [Bloom.David@epa.gov]
Subject: FW: VERA VSIP Applications Received

FYI ...

As of 4:00 this afternoon,  VERA/VSIP applications have been received agency-wide. Below is the breakdown by Program/Region.

Program or Region	Total
AO	
OAR	
OARM	
OCFO	
OCSP	
OECA	
OEI	
OGC	
OITA	
ORD	
OW	
Region 1	
Region 10	
Region 2	
Region 3	
Region 4	
Region 5	
Region 6	
Region 7	
Region 8	
Region 9	

Ex. 5 - Deliberative Process

For comparison, here's what we received in the first few days of the past 2 VERA/VSIP windows:

Application Period	Day 1	Day 2	Day 3	% of Total Applications
October 2014	Ex. 5 - Deliberative Process			
February 2014				

Message

From: Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]
Sent: 5/8/2017 1:07:44 PM
To: Sheehan, Charles [Sheehan.Charles@epa.gov]
Subject: RE: Voice Mail Question

I'll check with Donna this morning and if she says anything differently I will let you know but I'm assuming it's what I mentioned to you ☺

From: Sheehan, Charles
Sent: Monday, May 08, 2017 9:05 AM
To: Showman, John <Showman.John@epa.gov>
Subject: RE: Voice Mail Question

Thanks John.

Sorry to add to your message box burden. It seems from your answer that the rule is that SESers are in the mix on the same terms as anyone else. Just wanted to be sure there wasn't some ironclad bar against including SESers.

See you Thursday.

Chuck

From: Showman, John
Sent: Monday, May 08, 2017 8:13 AM
To: Sheehan, Charles <Sheehan.Charles@epa.gov>
Subject: Voice Mail Question

Chuck – I was in Atlanta last week meeting on the regional laboratories and just got your voice message. In the past,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process I'm around if you have any questions or want to talk. Thanks.

John L Showman III, Acting Principal Deputy Assistant Administrator
Office of Administration and Resources Management
US Environmental Protection Agency
202-564-5341

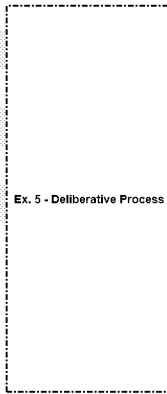
From: Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]
Sent: 7/13/2017 8:21:00 PM
To: Helm, Arron [Helm.Arron@epa.gov]
Subject: RE: VERA VSIP Applications Received

From: Helm, Arron
Sent: Thursday, July 13, 2017 4:17 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

From: "Martinson, Alice" <Martinson.Alice@epa.gov>
Date: July 13, see 2017 at 4:04:38 PM EDT
To: "Helm, Arron" <Helm.Arron@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>
Cc: "Mairose, Sue" <Mairose.Sue@epa.gov>, "Davis, Cathy" <Davis.Cathy@epa.gov>, "Jimenez, Elaine" <Jimenez.Elaine@epa.gov>
Subject: VERA VSIP Applications Received

Program or Region	Total
AO	
OAR	
OARM	
OCFO	
OCSPP	
OECA	
OEI	
OGC	
OITA	Ex. 5 - Deliberative Process
ORD	
OW	
Region 1	
Region 10	
Region 2	

Region 3
Region 4
Region 5
Region 6
Region 7
Region 8
Region 9



For comparison, here's what we received in the first few days of the past VERA/VSIP windows:

Application Period	Day 1	Day 2	Day 3	% of Total Applications
October 2014	Ex. 5 - Deliberative Process			
February 2014				

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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Message

From: Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]
Sent: 5/8/2017 12:12:51 PM
To: Sheehan, Charles [Sheehan.Charles@epa.gov]
Subject: Voice Mail Question

Chuck – I was in Atlanta last week meeting on the regional laboratories and just got your voice message. In the past,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

I'm around if you have any questions or want to talk. Thanks.

John L Showman III, Acting Principal Deputy Assistant Administrator
Office of Administration and Resources Management
US Environmental Protection Agency
202-564-5341

Message

From: Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]
Sent: 6/20/2017 6:51:29 PM
To: Hickey, Mike J. EOP/OMB [Michael_Hickey@omb.eop.gov]
Subject: EPA VERA/VSIP

You should be getting emails from Loretta Hunt with the info. You will note that we are moving quickly with a short window so hopefully OMB can help us move forward. Thanks again.

John L Showman III, Acting Principal Deputy Assistant Administrator
Office of Administration and Resources Management
US Environmental Protection Agency
202-564-5341

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 3/24/2017 3:25:51 PM
To: Cooper, Marian [Cooper.Marian@epa.gov]
Subject: Fwd: Workforce Reshaping VERA VSIP March 2017
Attachments: Workforce Reshaping VERA VSIP March 2017.docx; ATT00001.htm; RETIREMENT VERA VSIP Eligible Table March 2017.xlsx; ATT00002.htm

Sent from my iPhone

Begin forwarded message:

From: "Showman, John" <Showman.John@epa.gov>
Date: March 21, 2017 at 11:02:38 AM EDT
To: "Greaves, Holly" <greaves.holly@epa.gov>
Cc: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Bloom, David" <Bloom.David@epa.gov>
Subject: **Workforce Reshaping VERA VSIP March 2017**

Holly – Here is the info --- call if you have any questions or need additional info ...

John L Showman III, Acting Deputy Assistant Administrator
Office of Administration and Resources Management
US Environmental Protection Agency
202-564-5341

To: Vizian, Donna[Vizian.Donna@epa.gov]
From: Showman, John
Sent: Wed 5/31/2017 10:13:20 PM
Subject: Re: V/V Follow up

I have the agency report but want to review in am.

Sent from my iPhone

On May 31, 2017, at 6:10 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi Sam. If the agency had to significantly reduce the number of SES positions, we would consider having a centralized process. At this point, we don't have that requirement.

From: Coleman, Sam
Sent: Wednesday, May 31, 2017 12:29 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: Re: V/V Follow up

Have we considered having an SES process managed out of HQ for consistency?

Samuel Coleman, P. E.,

Deputy Regional Administrator

214.665.2100 Ofc

214.665. 3110 Desk

Ex. 6 - Personal Privacy Cell

Coleman.sam@epa.gov

Sent from my iPhone

On May 31, 2017, at 10:24 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi Everyone,

Yesterday the question was asked if SES can be included in the pool. I consulted with Mike.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please call if you have questions.

Best,

Donna

Message

From: Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]
Sent: 5/25/2017 8:25:49 PM
To: Helm, Arron (Helm.Arron@epa.gov) [Helm.Arron@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]
Subject: Heads Up

Loretta will be reaching out to the SSC on the V/V timeframe --- it will be much more accelerated, i.e., not a lot of time for the entire process so the SSCs might need your guidance/oversight in how to handle. Might need SWAT teams at each SSC? The goal is off the books by PP that ends 9/2/17 so the timeframes we used at the last V/V cycle will be much more compressed. We will be lucky if we get OMB/OPM approval by end of June ☺ you can figure out based on this info....

Just a heads up!

John L Showman III, Acting Principal Deputy Assistant Administrator
Office of Administration and Resources Management
US Environmental Protection Agency
202-564-5341

To: Kimberly Wheeler[Wheeler.Kimberly@epa.gov]
From: Showman, John
Sent: Wed 5/24/2017 11:43:20 AM
Subject: FW: Meeting Agenda/Materials for 5/24 EO Workgroup Meeting
[17.4.12 Guidance Memo on Reform - Key Components.docx](#)
[Agency Reform Plan - Draft Outline.docx](#)
[Draft Meeting Agenda Executive Order Subgroup on Restructuring and Streamlining.docx](#)

Can you attach these files to the meeting invitation for the noon – 4pm meeting today. Thanks.

From: Pirzadeh, Michelle
Sent: Tuesday, May 23, 2017 7:47 PM
To: Flynn, Mike <Flynn.Mike@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Bloom, David <Bloom.David@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Kenny, Shannon <Kenny.Shannon@epa.gov>; Greaves, Holly <greaves.holly@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Showman, John <Showman.John@epa.gov>; Osborne, Howard <Osborne.Howard@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Cc: Tyson, Linda <Tyson.Linda@epa.gov>
Subject: Meeting Agenda/Materials for 5/24 EO Workgroup Meeting

Hello all,

Attached for our meeting tomorrow are: 1) meeting agenda; 2) a summary of the OMB Guidance on Reform Plans; 3) a straw high-level draft outline/options paper for our Reform Plan. I will also send these to OARM for posting in the meeting invitation.

See you tomorrow,

Michelle

Michelle L. Pirzadeh

Acting Regional Administrator

U.S. Environmental Protection Agency, Region 10

Office: (206) 553-1234

Cell: **Ex. 6 - Personal Privacy**

Fax: (206) 553-1809

Message

From: Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]
Sent: 7/13/2017 12:27:19 PM
To: Louis, Patricia [Louis.Patricia@epa.gov]; Bell, Shirley [Bell.Shirley@epa.gov]; Black, Cheryl [black.cheryl@epa.gov]; Davis, MichaelH [Davis.MichaelH@epa.gov]; Lluberas, Luis [Lluberas.Luis@epa.gov]; Amorosi, Joanne [Amorosi.Joanne@epa.gov]; Allen, Shakethia [allen.shakethia@epa.gov]; Neely, Rodney [Neely.Rodney@epa.gov]; Mckay, Linda [Mckay.Linda@epa.gov]; Saracco, Silvia [Saracco.Silvia@epa.gov]; Chenkin, Howard [Chenkin.Howard@epa.gov]; Clarke, Denise [clarke.denise@epa.gov]; Valentino, Thomas [Valentino.Thomas@epa.gov]; Lyles, Dianne [lyles.dianne@epa.gov]; Sutton, Donald [Sutton.Donald@epa.gov]; Gillis-Massey, Martina [gillis-massey.martina@epa.gov]; Nelson-Palmer, Brian [nelson-palmer.brian@epa.gov]; Gray, RobertA [Gray.RobertA@epa.gov]; Madison, Tommie [MADISON.TOMMIE@EPA.GOV]; Macht, Jennifer [Macht.Jennifer@epa.gov]; Hubbell, Holly [Hubbell.Holly@epa.gov]; Brown, Dawn [Brown.Dawn@epa.gov]; Baptist, Douglas [Baptist.Douglas@epa.gov]; Moroni, Susan [moroni.susan@epa.gov]; Vaughn, Celia [Vaughn.Celia@epa.gov]; Koehler, Alfred [koehler.alfred@epa.gov]; Tonsil, Pauline [tonsil.pauline@epa.gov]; Oliver, John [Oliver.John@epa.gov]; Brunecz, Michelle [Brunecz.Michelle@epa.gov]; Danley-Smith, Sylvia [Danley-Smith.Sylvia@epa.gov]; ODEND'HAL, JULIANNE [OdendHal.Julianne@epa.gov]; Alston, Lawrence [Alston.Lawrence@epa.gov]; Greene, Diane [greene.diane@epa.gov]; Hairston, Lakeyshia [Hairston.Lakeyshia@epa.gov]; Smith, Leon [Smith.Leon@epa.gov]; Clark, Cheryl [clark.cheryl@epa.gov]; Messick, Michelle [Messick.Michelle@epa.gov]; Parker, Veronica [Parker.Veronica@epa.gov]; Oboyle, Ellen [oboyale.ellen@epa.gov]; Anthony, Peggy [Anthony.Peggy@epa.gov]; Young, Jill [Young.Jill@epa.gov]; Belles, Richard [Belles.Richard@epa.gov]; Creed, Suzette [Creed.Suzette@epa.gov]; Jones, Traci [Jones.Traci@epa.gov]; Arnold, Eileen [Arnold.Eileen@epa.gov]; Taylor, Jeffrey [Taylor.Jeff@epa.gov]; Wilson, Robert [Wilson.Robert@epa.gov]; Rodriguez, Victor [Rodriguez.Victor@epa.gov]; Barber, Wayne [Barber.Wayne@epa.gov]; Martinez, Doris [Martinez.Doris@epa.gov]; Moore, Bobby [Moore.Bobby@epa.gov]; Kirkland, William [Kirkland.William@epa.gov]; Gantt, Adrienne [Gantt.Adrienne@epa.gov]; Hitchcock, Charlie [Hitchcock.Charlie@epa.gov]; Pierce, DeEdria [Pierce.DeEdria@epa.gov]; Love, Stephanie [Love.Stephanie@epa.gov]; Viney, Barbara [Viney.Barbara@epa.gov]; Beard, Deborah-Ward [beard.deborah-ward@epa.gov]; Keemer, Mary [Keemer.Mary@epa.gov]; Lew, William [Lew.William@epa.gov]; Perkins, Barbara [Perkins.Barbara@epa.gov]; Jackson, Mildred [Jackson.Mildred@epa.gov]; KHATRI, KUSH [Khatri.Kush@epa.gov]; Marusak, Kirk [Marusak.Kirk@epa.gov]; Robinson, Latonya [Robinson.Latonya@epa.gov]; Thomas, Bridgette [thomas.bridgette@epa.gov]; Fields, Deborah [Fields.Deborah@epa.gov]; Williams, Laurie [Williams.Laurie@epa.gov]; Williams, Nicole [Williams.Nicole@epa.gov]; Little, Patricia L. [Little.PatriciaL@epa.gov]; Harris, PhyllisA [Harris.PhyllisA@epa.gov]; Owens, Terri [Owens.Terri@epa.gov]; Murray, Cheryl [Murray.Cheryl@epa.gov]; Smith, HelenT [Smith.HelenT@epa.gov]; Brandon, Shantell [Brandon.Shantell@epa.gov]; Harrison, Tina [Harrison.Tina@epa.gov]; Hood, Anthony [Hood.Anthony@epa.gov]; Wilson, SeVera [Wilson.SeVera@epa.gov]; Perry, Mike [Perry.Mike@epa.gov]; Chesley, Don [Chesley.Don@epa.gov]; Brown, Geraldine [Brown.Geraldine@epa.gov]; Green, Eugene [Green.Eugene@epa.gov]; Rousey, Toni [Rousey.Toni@epa.gov]; Joyce, Mark [Joyce.Mark@epa.gov]; Walker, Nadene [Walker.Nadene@epa.gov]; Womack, Sandy [Womack.Sandy@epa.gov]; Wiskerchen, Nicholas [Wiskerchen.Nicholas@epa.gov]; Richardson, Karen [Richardson.Karen@epa.gov]; Gooden, Melanie [Gooden.Melanie@epa.gov]; Fletcher, Linda [Fletcher.Linda@epa.gov]; Jackson, Terrence [Jackson.Terrence@epa.gov]; Settle, Steve [Settle.Steve@epa.gov]; Levesque, Dan [Levesque.Dan@epa.gov]; Brown, Wendy [brown.wendy@epa.gov]; Facey, Lester [Facey.Lester@epa.gov]; McClendon, Michelle [McClendon.Michelle@epa.gov]; Smith-Starckey, Tracie [Smith-Starckey.Tracie@epa.gov]; Terrell, Piyachat [Terrell.Piyachat@epa.gov]; Smith, KentS [Smith.KentS@epa.gov]; Milam, Claire [Milam.Claire@epa.gov]; Nieves, Michael [Nieves.Michael@epa.gov]; Bogus, Alan [Bogus.Alan@epa.gov]; Mercado, EdnaD [Mercado.EdnaD@epa.gov]; Griffin, Malissa [Griffin.Malissa@epa.gov]; Allen, Tania [Allen.Tania@epa.gov]; Ridings, Sharon [Ridings.Sharon@epa.gov]; Schreefer, Kenneth [Schreefer.Kenneth@epa.gov]; Barnes, Jonathan [barnes.jonathan@epa.gov]; Chopp, Justine [Chopp.Justine@epa.gov]; Ware, Beverly [Ware.Beverly@epa.gov]; Davis-Ray, Bernie [Davis-Ray.Bernie@epa.gov]; Jones, Lynnett [Jones.Lynnett@epa.gov]; White, Wayne D. [White.Wayned@epa.gov]; Robinson, Stacey [Robinson.Stacey@epa.gov]; Jackson, Raphael [Jackson.Raphael@epa.gov]; Bowling, Danita [Bowling.Danita@epa.gov]; Johnson, Dexter [Johnson.Dexter@epa.gov]; Randall, Brenda [Randall.Brenda@epa.gov]; Santiago, Marilsa [santiago.marilsa@epa.gov]; Neill, Charles [Neill.Charles@epa.gov]; McDonald, Joshua [McDonald.Joshua@epa.gov]; Metoyer, Bryford [Metoyer.Bryford@epa.gov]; Eme, Sunday [Eme.Sunday@epa.gov]; Snipes, Rebecca [snipes.rebecca@epa.gov]; Stinger, Peter [Stinger.Peter@epa.gov]; McCutcheon, Pamela [McCutcheon.Pamela@epa.gov]; Armstrong, Marilyn [Armstrong.Marilyn@epa.gov]; Bushta, Jason

[Bushta.Jason@epa.gov]; Boyle, Norman [Boyle.Norman@epa.gov]; Dady, John [Dady.John@epa.gov]; Gillikin, Pamela [Gillikin.Pamela@epa.gov]; DeLaCruz-Matthews, Alexandria [DeLaCruz-Matthews.Alexandria@epa.gov]; Rocque, Eulvid [rocque.eulvid@epa.gov]; Tenner, Angie [Tenner.Angie@epa.gov]; Blankenship, Steven [Blankenship.Steven@epa.gov]; Piard-Hylton, Rose [Piard-Hylton.Rose@epa.gov]; Cherry, Linear [Cherry.Linear@epa.gov]; Reid, Carol [Reid.Carol@epa.gov]; Gourdine, Charles [Gourdine.Charles@epa.gov]; HERBAS, ALEJANDRA [herbas.alejandra@epa.gov]; SCOTT, INETHIA [SCOTT.INETHIA@EPA.GOV]; McCleary, James [McCleary.James@epa.gov]; Carbonaro, Joseph [Carbonaro.Joe@epa.gov]; Ross, Jon [Ross.Jon@epa.gov]; Sterling, Sherry [Sterling.Sherry@epa.gov]; Christofel, Dave [Christofel.David@epa.gov]; Smith, Jacqueline [Smith.Jacqueline@epa.gov]; Ward, Anthony [Ward.Anthony@epa.gov]; JOHNSON, ROBIN-TG [Johnson.Robin-TG@epa.gov]; Gonzales, Eddie [Gonzales.Eddie@epa.gov]; Bowlding, Pat [Bowlding.Pat@epa.gov]; Carrillo, Oscar [Carrillo.Oscar@epa.gov]; Kane-Sharp, Bonnie [Kane-Sharp.Bonnie@epa.gov]; Lake, Debbie [Lake.Debbie@epa.gov]

CC: Vizian, Donna [Vizian.Donna@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Vaughn Noga (Noga.Vaughn@EPA.GOV) [Noga.Vaughn@EPA.GOV]; Petrole, Maryann [Petrole.Maryann@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]; Helm, Arron (Helm.Arron@epa.gov) [Helm.Arron@epa.gov]; Collins, BJ [Collins.BJ@epa.gov]; Polk, Denise [Polk.Denise@epa.gov]; Neal, Kerry [neal.kerry@epa.gov]; Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Legare, Pamela [Legare.Pamela@epa.gov]; Gray, Linda (gray.linda@epa.gov) [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Hardy, Michael [Hardy.Michael@epa.gov]

BCC: Lemley, Lauren [Lemley.Lauren@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]

Subject: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM

Attachments: Attachment A.docx; Attachment B.docx; Attachment C.docx; Attachment D.docx

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) opportunities. As our organization explores various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

In accordance with statute and regulations, we identified the specific grades, occupational series, and geographic locations designated for VERA and VSIP for OPM and OMB, and have received their approval for the categories identified in Attachment A. The maximum number of VSIPs offered to employees in OARM will be 98. If the number of applications received exceeds the maximum number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date for leave and then on entry on duty date (total EPA years of service). If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of VSIP offers that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The Human Resources Shared Service Center in Cincinnati can provide you with more information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate (OARM-RTP employees should contact the HR Shared Service Center in RTP). Attachment C provides contact information for this purpose.

If you decide to apply, you should do so early in the application period, which opens on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.

Applications will only be accepted during this period using the online application system. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help OARM most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

John L Showman III, Acting Principal Deputy Assistant Administrator
Office of Administration and Resources Management
US Environmental Protection Agency
202-564-5341

Appointment

From: Jackson, Ryan [jackson.ryan@epa.gov]
Sent: 7/17/2017 9:18:18 PM
To: Jackson, Ryan [jackson.ryan@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Flynn, Mike [Flynn.Mike@epa.gov]; Bloom, David [Bloom.David@epa.gov]; Greaves, Holly [greaves.holly@epa.gov]; Brown, Byron [brown.byron@epa.gov]
Subject: VERA/VSIP Discussion
Location: Room 3402 WJC North
Start: 7/18/2017 6:30:00 PM
End: 7/18/2017 7:00:00 PM
Show Time As: Busy

Appointment

From: Ashton Kunkle-Mates [AMates@ourpublicservice.org]
Sent: 6/26/2017 2:48:10 PM
To: Ashton Kunkle-Mates [AMates@ourpublicservice.org]; # ASM Roundtable [ASMRoundtable@ourpublicservice.org]; Katie Janoski [KJanoski@ourpublicservice.org]; Tina Sung [tsung@ourpublicservice.org]; Jennifer Close [JClose@ourpublicservice.org]; Colleen Rasa [CRasa@ourpublicservice.org]
CC: # ASM Assistants [ASMAssistants@ourpublicservice.org]
Subject: ASAM Roundtable
Attachments: ASAM-Agenda_7-13-17_Final.pdf; Key 2017 EO dates_Regulation, Reorganization and Cybersecurity_Revised-J....pdf
Location: Partnership for Public Service, 1100 New York Avenue, NW, Suite 200E
Start: 7/13/2017 12:00:00 PM
End: 7/13/2017 1:45:00 PM
Show Time As: Busy

Recurrence: (none)

Good morning,

I look forward to seeing many of you at our next ASAM Roundtable on **Thursday, July 13 at 8:00 a.m.** We will kick off our agenda with a special guest and co-sponsor of the Modernizing Government Technology (MGT) Act, Representative Gerry Connolly (D-VA). He will lead a conversation on the opportunities and implications of the legislation, as well as take questions from all of you. Afterwards, we will have an open discussion around how your agency is approaching and meeting the various executive order mandates.

I encourage you to bring your CIO, CTO and/or CFO with you to the meeting to learn from and contribute to the conversation. Please send me the names of any guests who are planning to join you by noon on Wednesday, July 12. I have attached the agenda for the session to this message. If you have any questions or need additional information, do not hesitate to reach out.

Thank you,
Ashton

Appointment

From: Wheeler, Kimberly [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DF5C597C124A4EC28ADD3B20D8387389-KWHEEL]
Sent: 5/18/2017 3:42:24 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]; Showman, John [Showman.John@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Cooper, Marian [Cooper.Marian@epa.gov]
BCC: DCROOMWJCN3330Q [DCROOMWJCN3330Q@epa.gov]
Subject: V/V Review
Location: DCROOMWJCN3330Q
Start: 5/22/2017 12:30:00 PM
End: 5/22/2017 1:00:00 PM
Show Time As: Busy

Purpose: Decision meeting for OARM's V/V. (final package due to OHR on 5/24). Lynnann or Lauren will provide the background spreadsheets to you on Friday via email.

Appointment

From: Gantt, Melissa [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=81494F04EA2B4D848261DA8229A15378-GANTT, MELI]
Sent: 5/5/2017 2:03:37 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]
BCC: DCROOMWJCN3330Q [DCROOMWJCN3330Q@epa.gov]
Subject: Review OARM's V/V Materials
Location: DCROOMWJCN3330Q
Start: 5/10/2017 1:30:00 PM
End: 5/10/2017 2:00:00 PM
Show Time As: Busy

Meeting requested by Ms. Hitchens. 4 May/1809/mag.

Appointment

From: Wheeler, Kimberly [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DF5C597C124A4EC28ADD3B20D8387389-KWHEEL]
Sent: 4/20/2017 7:03:11 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; OARM Directors [OARM_Directors@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]; Bashista, John [Bashista.John@epa.gov]
CC: Carter, Rick [Carter.Rick@epa.gov]; Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Hardy, Michael [Hardy.Michael@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Franklin, Bruce [Franklin.Bruce@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Scola, Jennifer [Scola.Jennifer@epa.gov]; Stein, Kathie [Stein.Kathie@epa.gov]; Showman, John [Showman.John@epa.gov]; Collins, BJ [Collins.BJ@epa.gov]; Ward, Mary-Beth [Ward.Mary-Beth@epa.gov]; Blankenship, Steven [Blankenship.Steven@epa.gov]; Petrole, Maryann [Petrole.Maryann@epa.gov]; Polk, Denise [Polk.Denise@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Amorosi, Joanne [Amorosi.Joanne@epa.gov]; Legare, Pamela [Legare.Pamela@epa.gov]; Neal, Kerry [neal.kerry@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
BCC: DCRoomARN3330/DC-AR-OARM [DCRoomARN3330@epa.gov]
Subject: Office Director Discussion
Location: DCRoomARN3330/DC-AR-OARM
Start: 4/26/2017 12:30:00 PM
End: 4/26/2017 3:30:00 PM
Show Time As: Busy

Purpose: Follow-up discussion from the Office Directors meeting on 4/20 to have a 3 hour meeting on VERA/VSIP.

Appointment

From: Wheeler, Kimberly [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DF5C597C124A4EC28ADD3B20D8387389-KWHEEL]
Sent: 4/5/2017 2:58:20 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda (gray.linda@epa.gov) [gray.linda@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Showman, John [Showman.John@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]
BCC: DCROOMWJCN3330Q [DCROOMWJCN3330Q@epa.gov]
Subject: EMC Follow-up
Attachments: EPA VERA-VSIP Template Rev.doc
Location: DCROOMWJCN3330Q
Start: 4/11/2017 3:00:00 PM
End: 4/11/2017 3:30:00 PM
Show Time As: Busy

As a result of the VERA/VSIP discussion at the EMC yesterday, Donna agreed to send the EMC members a template and data for each organization. I have attached what may have been the template we used in 2013.

Meeting requested by: J.Showman (4/5/2017) (KLW)

Message

From: Flynn, Mike [Flynn.Mike@epa.gov]
Sent: 6/2/2017 11:17:05 AM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: Re: Regarding your recent mass mailer

Yes thanks

Mike Flynn
Acting Deputy Administrator
U.S. Environmental Protection Agency
(202) 564-4711

On Jun 1, 2017, at 10:03 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Ex. 5 - Deliberative Process Do you want me to respond?

On Jun 1, 2017, at 7:18 PM, Flynn, Mike <Flynn.Mike@epa.gov> wrote:

FYI

Mike Flynn
Acting Deputy Administrator
U.S. Environmental Protection Agency
(202) 564-4711

Begin forwarded message:

From: "Ripp, Thomas" <Ripp.Tom@epa.gov>
Date: June 1, 2017 at 6:05:43 PM EDT
To: "Flynn, Mike" <Flynn.Mike@epa.gov>
Subject: Regarding your recent mass mailer

Ex. 5 - Deliberative Process

Tom Ripp
Pesticides, Waste and Toxics Branch

202-564-7003 office

Ex. 5 - Deliberative Process

alternate location

M - 7:30 - 4:00 alternate location

Tu - 6:45 - 4:15 in the office

W - 6:45 - 5:15 in the office

Th - 10:00 - 1:00 alternate location

F - Do not work

Message

From: Kenyon, Michael [Kenyon.Michael@epa.gov]
Sent: 8/8/2017 9:09:57 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Szaro, Deb [Szaro.Deb@epa.gov]
Subject: response to your message re V/V

Donna –

I just left you a message, but realize you may be in a meeting on this now, so am sending you this email.

As I understand it, we have [redacted] people on our “waiting list,” all [redacted] from the same branch. There are already [redacted] **Ex. 5 - Deliberative Process** [redacted] branch getting V/V offers. To have [redacted] people from one branch get V/V offers, including most of the experienced people in the branch, will be devastating to the branch. It is made more complicated by a death of another [redacted] in the same branch a month ago, so we’d really be losing [redacted]

When we chose to [redacted] **Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process

I have not been able to reach [redacted] **Ex. 5 - Deliberative Process** apparently at the dentist), but I am comfortable saying

Ex. 5 - Deliberative Process

Obviously, please feel free to call me. I just wanted to get this information to you in case you need it now.

Thanks, Mike

*Michael P. Kenyon
Assistant Regional Administrator
Office of Administration and Resource Management
EPA Region 1 – New England
(617) 918-1093*

Message

From: Flynn, Mike [Flynn.Mike@epa.gov]
Sent: 6/29/2017 12:14:07 AM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: Re: Moving forward with V/V

Thanks Donna for navigating what sounds like a bit of a challenging OMB meeting.

Sent from my iPhone

On Jun 28, 2017, at 4:23 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi Everyone,

As I mentioned yesterday, OMB requested a meeting on our V/V proposal. The meeting went well. I don't expect their questions to hold up moving forward with the plan, however we do need to provide some additional data. We need to refine our costing tables and we need to be consistent. OCFO has graciously agreed to help with this (thanks Carol). We will be reaching out to your staff to help us complete this quickly. Thanks in advance.

Best,
Donna

To: Cooper, Marian[Cooper.Marian@epa.gov]
From: Vizian, Donna
Sent: Mon 4/24/2017 3:57:15 PM
Subject: RE: Office Director Discussion

Oh yea.

From: Cooper, Marian
Sent: Monday, April 24, 2017 11:56 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Office Director Discussion

Your EO discussion is at 10:30 am

Marian Pechmann Cooper

Chief of Staff

Office of Administration and Resources Management

William Jefferson Clinton Federal Building-NORTH (3330)

Washington, DC 20460

office number -- 202 564-0620

office fax -- 202 564-0233



From: Vizian, Donna
Sent: Monday, April 24, 2017 11:52 AM
To: Cooper, Marian <Cooper.Marian@epa.gov>
Subject: FW: Office Director Discussion

Why couldn't we move this to Wed morning?

From: Polk, Denise
Sent: Thursday, April 20, 2017 3:18 PM
To: Wheeler, Kimberly <Wheeler.Kimberly@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Neal, Kerry <neal.kerry@epa.gov>
Subject: Re: Office Director Discussion

Is it possible to move this meeting to Wednesday of next week? Kerry and I need time to review information and it's not enough time to meet and discuss before this time. Also, the GMO Meeting is this week and the sessions will not end until tomorrow afternoon, which doesn't leave us much time to discuss. Additionally, I'm committed to speak at the NACE Program Tuesday morning starting at 11am.

Thanks in advance for your consideration of my request.

Denise A. Polk, Director

Office of Grants and Debarment (OGD)

U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Mail Stop: 3901R
Washington, DC 20460

(202) 564-5306 (Phone)

Ex. 6 - Personal Privacy (Cell)

Email: Polk.Denise@epa.gov

On Apr 20, 2017, at 3:03 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Purpose: Follow-up discussion from the Office Directors meeting on 4/20 to have a 3 hour meeting on VERA/VSIP.

<meeting.ics>

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 5/10/2017 9:28:16 PM
To: Helm, Arron (Helm.Arron@epa.gov) [Helm.Arron@epa.gov]
CC: Showman, John [Showman.John@epa.gov]; Bloom, David [Bloom.David@epa.gov]
Subject: Need your help

Hi Arron,

OCFO needs to send OMB (Mike Hickey) an update on our preparation for a RIF. Can you please put together the steps we have done. I am sure John can provide advice on a format best for Mike. Tomorrow as soon as you can please.

Thanks

To: Cooper, Marian[Cooper.Marian@epa.gov]
From: Vizian, Donna
Sent: Mon 4/24/2017 3:52:24 PM
Subject: FW: Office Director Discussion

Why couldn't we move this to Wed morning?

From: Polk, Denise
Sent: Thursday, April 20, 2017 3:18 PM
To: Wheeler, Kimberly <Wheeler.Kimberly@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Neal, Kerry <neal.kerry@epa.gov>
Subject: Re: Office Director Discussion

Is it possible to move this meeting to Wednesday of next week? Kerry and I need time to review information and it's not enough time to meet and discuss before this time. Also, the GMO Meeting is this week and the sessions will not end until tomorrow afternoon, which doesn't leave us much time to discuss. Additionally, I'm committed to speak at the NACE Program Tuesday morning starting at 11am.

Thanks in advance for your consideration of my request.

Denise A. Polk, Director

Office of Grants and Debarment (OGD)

U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Mail Stop: 3901R
Washington, DC 20460

(202) 564-5306 (Phone)

Ex. 6 - Personal Privacy (Cell)

Email: Polk.Denise@epa.gov

On Apr 20, 2017, at 3:03 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Purpose: Follow-up discussion from the Office Directors meeting on 4/20 to have a 3 hour meeting on VERA/VSIP.

<meeting.ics>

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/5/2017 11:57:39 AM
To: Fine, Steven [fine.steven@epa.gov]
Subject: Re: modify V/V numbers?

We need final. Numbers very soon. I'll check with my folks today

On Jun 4, 2017, at 9:28 PM, Fine, Steven <fine.steven@epa.gov> wrote:

Yes.

From: Vizian, Donna
Sent: Sunday, June 4, 2017 9:13 PM
To: Fine, Steven <fine.steven@epa.gov>
Subject: Re: modify V/V numbers?

Is this to ensure you have the funds for the annual leave pay out?

On Jun 4, 2017, at 8:28 PM, Fine, Steven <fine.steven@epa.gov> wrote:

Hi Donna,

OEI is still working through the implications of the FY17 budget and what the costs to the program will be for V/V. If we need to reduce the maximum number of V/V offers we can make to meet our funding constraints, is there still time to do that? To be clear, we don't know yet if we need to do that.

Thanks.

Steve

To: Coleman, Sam[Coleman.Sam@epa.gov]
From: Vizian, Donna
Sent: Wed 5/10/2017 6:42:24 PM
Subject: RE: V/V

Yes

From: Coleman, Sam
Sent: Wednesday, May 10, 2017 2:18 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: V/V

Yes.

Samuel Coleman, P.E.

Deputy Regional Administrator

EPA Region 6

coleman.sam@epa.gov

214.665.2100 Ofc

214.665.3110 Direct

Ex. 6 - Personal Privacy Cell

From: Vizian, Donna
Sent: Wednesday, May 10, 2017 1:07 PM
To: Coleman, Sam <Coleman.Sam@epa.gov>
Subject: RE: V/V

Hi Sam – Are you asking if you can consider people on detail in your package?

From: Coleman, Sam

Sent: Wednesday, May 10, 2017 12:43 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: V/V

Should I account for staff (SES and other) that are on detail in my number of onboards?

Samuel Coleman, P. E.,

Deputy Regional Administrator

214.665.2100 Ofc

214.665. 3110 Desk

Ex. 6 - Personal Privacy Cell

Coleman.sam@epa.gov

Sent from my iPhone

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/5/2017 1:12:52 AM
To: Fine, Steven [fine.steven@epa.gov]
Subject: Re: modify V/V numbers?

Is this to ensure you have the funds for the annual leave pay out?

On Jun 4, 2017, at 8:28 PM, Fine, Steven <fine.steven@epa.gov> wrote:

Hi Donna,

OEI is still working through the implications of the FY17 budget and what the costs to the program will be for V/V. If we need to reduce the maximum number of V/V offers we can make to meet our funding constraints, is there still time to do that? To be clear, we don't know yet if we need to do that.

Thanks.

Steve

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 3/1/2017 4:52:13 PM
To: Flynn, Mike [Flynn.Mike@epa.gov]
Subject: FW: Workforce Planning options
Attachments: Workforce Planning options March 1 2017.docx

Hi Mike – David stopped by last night as I was working on this and asked me to send him the final. Thought you would like to see it also.

From: Vizian, Donna
Sent: Wednesday, March 01, 2017 11:51 AM
To: Schnare, David <schnare.david@epa.gov>
Subject: Workforce Planning options

Here is the final I jest sent to OCFO.

To: Coleman, Sam[Coleman.Sam@epa.gov]
From: Vizian, Donna
Sent: Wed 5/10/2017 6:06:32 PM
Subject: RE: V/V

Hi Sam – Are you asking if you can consider people on detail in your package?

From: Coleman, Sam
Sent: Wednesday, May 10, 2017 12:43 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: V/V

Should I account for staff (SES and other) that are on detail in my number of onboards?

Samuel Coleman, P. E.,

Deputy Regional Administrator

214.665.2100 Ofc

214.665. 3110 Desk

Ex. 6 - Personal Privacy Cell

Coleman.sam@epa.gov

Sent from my iPhone

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/2/2017 9:37:02 PM
To: Robbins, Chris [Robbins.Chris@epa.gov]
Subject: Re: Need to talk

Thought so. We can talk Monday.

> On Jun 2, 2017, at 5:11 PM, Robbins, Chris <Robbins.Chris@epa.gov> wrote:
>
> Ok. They r the non traditional ones. None would be replaced. Just getting off a plane from Atlanta
>
> Sent from my iPhone
>
>> On Jun 2, 2017, at 4:52 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:
>>
>> About ORD including
>> So many SL/ST positions in your V/V package.

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 3/1/2017 4:51:26 PM
To: Schnare, David [schnare.david@epa.gov]
Subject: Workforce Planning options
Attachments: Workforce Planning options March 1 2017.docx

Here is the final I jest sent to OCFO.

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 7/19/2017 12:23:36 PM
To: Robbins, Chris [Robbins.Chris@epa.gov]
Subject: V/V

GM – can you get me a few sentences as we discussed last night. Need them this am please. Thanks much

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/2/2017 8:52:34 PM
To: Robbins, Chris [Robbins.Chris@epa.gov]
Subject: Need to talk

About ORD including
So many SL/ST positions in your V/V package.

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 3/1/2017 4:49:30 PM
To: Bloom, David [Bloom.David@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]
CC: Showman, John [Showman.John@epa.gov]; Helm, Arron (Helm.Arron@epa.gov) [Helm.Arron@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Workforce Planning Document
Attachments: Workforce Planning options March 1 2017.docx

David and Carol – we made a few minor changes. David – under additional factors, I added information on changing the competitive area. If you need anything else or if we can help with a conversation with OMB, please let us know.

Best,
Donna

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/2/2017 8:51:40 PM
To: Cleland-Hamnett, Wendy [Cleland-Hamnett.Wendy@epa.gov]
Subject: V/V package.

Hi Wendy. I want to confirm your conversation with Mike that you are not going to include SES positions in your package. Thanks and have a great weekend.

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 6/19/2017 8:15:51 PM
To: Rodrigues, Cecil [rodrigues.cecil@epa.gov]
Subject: RE: Update on V?V

Please do not hold it unless you have the green light.

From: Rodrigues, Cecil
Sent: Monday, June 19, 2017 4:15 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Re: Update on V?V

We are scheduling an all hands tomorrow afternoon.

Sent from my iPhone

On Jun 19, 2017, at 4:04 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi Everyone,

The draft request did go over to OPM and OMB on Friday. Thanks to your staff for all the hard work on this. I hope to provide talking points tomorrow for your use in speaking with staff. In the interim, please hold up on sharing any information.

Thanks
Donna

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 2/28/2017 10:46:08 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: V/V timeline and costs

Yes

On Feb 28, 2017, at 5:14 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Linda there right?

Sent from my iPhone

On Feb 28, 2017, at 5:07 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Going over in 5. Others there already

From: Hart, Debbi
Sent: Tuesday, February 28, 2017 5:07 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Re: V/V timeline and costs

No -dinner rescheduled. What time?

Sent from my iPhone

On Feb 28, 2017, at 5:03 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Thanks. Dinner still on? Come to Del Friscos for a drink

From: Hart, Debbi
Sent: Tuesday, February 28, 2017 4:47 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: V/V timeline and costs

Should have stated that our V/V costs are on the high end.

From: Vizian, Donna
Sent: Tuesday, February 28, 2017 4:18 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: V/V timeline and costs

The days are additive, right? So 165-240?

If I want to compare both processes, could I say that from the day we identify the positions (or business case) a V/V would take 120-180 days and a RI F would take about 300 days?

From: Hart, Debbi

Sent: Tuesday, February 28, 2017 3:51 PM

To: Showman, John <Showman.John@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: V/V timeline and costs

Importance: High

Here you go. Let us know if there are questions.

VERA/VSIP Timeline

1. <!--[if !supportLists]--><!--[endif]-->45-60 days
 - <!--[if !supportLists]--><!--[endif]-->Obtain retirement data
 - <!--[if !supportLists]--><!--[endif]-->Estimate costs
 - <!--[if !supportLists]--><!--[endif]-->Develop business case in collaboration with OPM and OMB (i.e., identify positions targeted and explain how agency will meet its mission needs)
 - <!--[if !supportLists]--><!--[endif]-->Notify unions
2. <!--[if !supportLists]--><!--[endif]-->30-45 days
OPM approval
3. <!--[if !supportLists]--><!--[endif]-->30-45 days
 - <!--[if !supportLists]--><!--[endif]-->Notify unions of OPM approved plan
 - <!--[if !supportLists]--><!--[endif]-->Issue employee notifications
4. <!--[if !supportLists]--><!--[endif]-->60-90 days
Separations

VERA/VSIP Costs

Total

Ex. 5 - Deliberative Process

Considerations

- <!--[if !supportLists]--><!--[endif]-->V/V is voluntary
- <!--[if !supportLists]--><!--[endif]-->Critical positions should not be targeted because we will not be able to rehire for them
- <!--[if !supportLists]--><!--[endif]-->Effort should be position-focused, not employee-focused

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

**

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 2/28/2017 10:09:40 PM
To: Bloom, David [Bloom.David@epa.gov]; Helm, Arron (Helm.Arron@epa.gov) [Helm.Arron@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Showman, John [Showman.John@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]
Subject: Workforce planning options
Attachments: Workforce Planning options.docx

Hi – this is still draft, I need Arron and Debbi to look at how I combined the 2 options and also the introduction. David and Carol, will get you a final tomorrow. I think the message to OMB is we can't get there by 9/30.

To: Smith, Kathryn[Smith.Kathryn@epa.gov]; Helm, Arron[Helm.Arron@epa.gov]
From: Vizian, Donna
Sent: Mon 4/17/2017 8:29:47 PM
Subject: RE: Probationary Employees

Perfect. Thank you

From: Smith, Kathryn
Sent: Monday, April 17, 2017 4:01 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Subject: RE: Probationary Employees

Hi Donna,

That makes sense, I would recommend the following slight edit for additional clarity.

Hi Ryan, last week you asked about the Agency's ability to release new employees that are within the one year probationary period.

The following is from the regulation that covers Title 5 (civil service employees):

§ 315.803 Agency action during probationary period (general).

(a) The agency shall utilize the probationary period as fully as possible to determine the fitness of the employee and shall terminate his services during this period if he fails to demonstrate fully his qualifications for continued employment.

(b) Termination of an individual serving a probationary period must be taken in accordance with subpart D of part 752 of this chapter if the individual has completed one year of current continuous service under other than a temporary appointment

limited to 1 year or less and is not otherwise excluded by the provisions of that subpart.

These regulations speak to removal based on qualifications or fitness for the job only. Reductions due to budgetary reasons of competitive service probationary period employees (Career Conditional) would be subject to RIF procedures, as required in the section below. These employees would generally be the second category after non-permanent/non-status employees.

§ 351 Reduction In Force

5 CFR 351.201 (a)(2) *Each agency shall follow this part when it releases a competing employee from his or her competitive level by furlough for more than 30 days, separation, demotion, or reassignment requiring displacement, when the release is required because of lack of work; shortage of funds; insufficient personnel ceiling; reorganization; the exercise of reemployment rights or restoration rights; or reclassification of an employee's position due to erosion of duties when such action will take effect after an agency has formally announced a reduction in force in the employee's competitive area and when the reduction in force will take effect within 180 days.*

Something to note: employees terminated during the probationary period have limited appeal rights to the MSPB. They may appeal to the Board if they believe their termination was based on (a) partisan political reasons, or (b) marital status. They may also appeal the termination based on discrimination because of race, color, religion, sex, national origin, age, or physical or mental disability, but only if the allegation of such discrimination is raised in addition to (a) or (b) mentioned above.

Sincerely,

Kathryn

Kathryn Smith

Labor and Employee Relations Specialist

U.S. Environmental Protection Agency

Office: (919) 541-4216

Cell: Ex. 6 - Personal Privacy

CONFIDENTIALITY: This email may contain privileged or confidential information. If you are not the intended addressee, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately and delete it. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Vizian, Donna

Sent: Monday, April 17, 2017 3:10 PM

To: Helm, Arron <Helm.Arron@epa.gov>; Smith, Kathryn <Smith.Kathryn@epa.gov>

Subject: Probationary Employees

Kathryn/Arron – does this make sense?

Hi Ryan, last week you asked about the Agency's ability to release new employees that are within the one year probationary period.

The following is from the regulation that covers Title 5 (civil service employees):

§ 315.803 Agency action during probationary period (general).

(a) The agency shall utilize the probationary period as fully as possible to determine the fitness of the employee and shall terminate his services during this period if he fails to demonstrate fully his qualifications for continued employment.

(b) Termination of an individual serving a probationary period must be taken in accordance with subpart D of part 752 of this chapter if the individual has completed one year of current continuous service under other than a temporary appointment limited to 1 year or less and is not otherwise excluded by the provisions of that subpart.

The regulations speak to qualifications or fitness for the job only. Reductions due to budgetary reasons of competitive service probationary period employees (Career Conditional) would be subject to RIF procedures in such a reduction. These employees would generally be the second category after non-permanent/non-status employees.

Something to note: employees terminated during the probationary period have limited appeal rights to the MSPB. They may appeal to the Board if they believe their termination was based on (a) partisan political reasons, or (b) marital status. They may also appeal the termination based on discrimination because of race, color, religion, sex, national origin, age, or physical or mental disability, but only if the allegation of such discrimination is raised in addition to (a) or (b) mentioned above.

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 4/17/2017 7:10:22 PM
To: Helm, Arron (Helm.Arron@epa.gov) [Helm.Arron@epa.gov]; Smith, Kathryn [Smith.Kathryn@epa.gov]
Subject: Probationary Employees

Kathryn/Arron – does this make sense?

Hi Ryan, last week you asked about the Agency's ability to release new employees that are within the one year probationary period.

The following is from the regulation that covers Title 5 (civil service employees):

§ 315.803 Agency action during probationary period (general).

(a) The agency shall utilize the probationary period as fully as possible to determine the fitness of the employee and shall terminate his services during this period if he fails to demonstrate fully his qualifications for continued employment.

(b) Termination of an individual serving a probationary period must be taken in accordance with subpart D of part 752 of this chapter if the individual has completed one year of current continuous service under other than a temporary appointment limited to 1 year or less and is not otherwise excluded by the provisions of that subpart.

The regulations speak to qualifications or fitness for the job only. Reductions due to budgetary reasons of competitive service probationary period employees (Career Conditional) would be subject to RIF procedures in such a reduction. These employees would generally be the second category after non-permanent/non-status employees.

Something to note: employees terminated during the probationary period have limited appeal rights to the MSPB. They may appeal to the Board if they believe their termination was based on (a) partisan political reasons, or (b) marital status. They may also appeal the termination based on discrimination because of race, color, religion, sex, national origin, age, or physical or mental disability, but only if the allegation of such discrimination is raised in addition to (a) or (b) mentioned above.

To: Smith, Kathryn[Smith.Kathryn@epa.gov]; Helm, Arron[Helm.Arron@epa.gov]
From: Vizian, Donna
Sent: Mon 4/17/2017 3:27:42 PM
Subject: RE: Probationary Period

Sorry to ask more questions, but it states must be taken in accordance with...and why would someone be on probation for longer than a year?

From: Smith, Kathryn
Sent: Monday, April 17, 2017 11:20 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Subject: RE: Probationary Period

Good morning Donna,

This is stating that if an employee has not completed their one-year probationary period, we do not have to follow "adverse action" procedures (including providing advanced notice and an opportunity to reply before giving a final decision) to remove them. To effect the removal of a probationary period employee, the Agency provides a letter which advises them of their (generally immediate) termination and limited appeal rights. In essence, this section is describing to the technical process we use to remove probationers, not the basis for effecting the removal. Hope this helps, please let me know if you have any additional questions, thanks!

Sincerely,

Kathryn

Kathryn Smith

Labor and Employee Relations Specialist

U.S. Environmental Protection Agency

Office: (919) 541-4216

Cell: Ex. 6 - Personal Privacy

CONFIDENTIALITY: This email may contain privileged or confidential information. If you are not the intended addressee, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately and delete it. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Vizian, Donna
Sent: Monday, April 17, 2017 8:47 AM
To: Helm, Arron <Helm.Arron@epa.gov>; Smith, Kathryn <Smith.Kathryn@epa.gov>
Subject: RE: Probationary Period

GM – I am confused by (b) when it says “if the individual has completed...” what happened is they have not completed the year? Thanks for your help.

From: Helm, Arron
Sent: Friday, April 14, 2017 8:57 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Probationary Period

Here is the information about employees in probationary period (less than 1 year of service). The only basis for separating during this period is linked to performance or conduct/qualifications for continued employment. If the reason for separation is budget or FTE reduction then they are subject to RIF procedures.

From: Helm, Arron
Sent: Monday, March 06, 2017 11:34 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Probationary Period

Here is the CFR text regarding probationary periods.

§ 315.803 Agency action during probationary period (general).

(a) The agency shall utilize the probationary period as fully as possible to determine the fitness of the employee and shall terminate his services during this period if he fails to demonstrate fully his qualifications for continued employment.

(b) Termination of an individual serving a probationary period must be taken in accordance with subpart D of part 752 of this chapter if the individual has completed one year of current continuous service under other than a temporary appointment limited to 1 year or less and is not otherwise excluded by the provisions of that subpart.

<https://www.law.cornell.edu/cfr/text/5/315.803>

It talks about qualifications or fitness for the job only. For budgetary or other reductions competitive service probationary period employees are Career Conditional and would be subject to RIF procedures in a reduction. They would generally be the second category after non-permanent/non-status employees.

Let me know if this answers the question.

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 6/16/2017 3:31:13 PM
To: Flynn, Mike [Flynn.Mike@epa.gov]
Subject: minor changes
Attachments: VERA-VSIP AnnouncementFlynnJune 19 2017 LER ed.docx; Talking Points - VERA and VSIP Town Hall Meetings2017 LER ed.docx

I changed the announcement to be early September. Debbi also noticed that the TPs have the ratio language reversed so changed that.

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 7/14/2017 8:24:30 PM
To: Flynn, Mike [Flynn.Mike@epa.gov]
Subject: FW: VERA VSIP Applications Received



received

From: Helm, Arron
Sent: Friday, July 14, 2017 4:21 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

Sent from my iPhone

Begin forwarded message:

From: "Martinson, Alice" <Martinson.Alice@epa.gov>
Date: July 14, 2017 at 4:17:58 PM EDT
To: "Helm, Arron" <Helm.Arron@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>
Cc: "Mairose, Sue" <Mairose.Sue@epa.gov>, "Davis, Cathy" <Davis.Cathy@epa.gov>, "Jimenez, Elaine" <Jimenez.Elaine@epa.gov>, "Ashley, Cheryl" <Ashley.Cheryl@epa.gov>, "Scribbs, Alison" <scribbs.alison@epa.gov>
Subject: VERA VSIP Applications Received

As of 4:15 this afternoon, Ex. 5 - Deliberative Process applications have been received agency-wide. Below is the breakdown by SSC and then by Program/Region.

Please note that we have received some duplicates and are working to eliminate those as we identify them.

HR Shared Service Center	Total
Cincinnati	<div>Ex. 5 - Deliberative Process</div>
ERD	
Las Vegas	
RTP	

HR Shared Service Center	Total
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Ex. 5 - Deliberative Process

Program or Region	Total
AO	Ex. 5 - Deliberative Process
OAR	
OARM	
OCFO	
OCSPP	
OECA	
OEI	
OGC	
OITA	
OLEM	
ORD	
OW	
Region 1	
Region 10	
Region 2	
Region 3	
Region 4	
Region 5	

Program or Region	Total
Region 6	<div>Ex. 5 - Deliberative Process</div>
Region 7	
Region 8	
Region 9	

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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